

# SOLANO NORTH

## District 90

# Guidelines

### **General Guidelines:**

1. The District decided, after extensive debate and discussion, to decline any funds, other than group contributions, for support of District operation. This includes taking any profit from the sale of sodas at District sponsored functions, or holding any raffles for the collection of funds....“with the exception of voluntary contribution cans at Unity Day, left stationary/not to be passed around”.
2. The DCMC, all DCM's, all district officers, and all committee chairs that attend the Area Committee Meeting and the Area Assemblies, shall be reimbursed at the rate of 32 ¢ per mile traveled. However, car-pooling is always encouraged.
3. District committee meetings will be held monthly, on the first Wednesday of even months, in Vacaville at the Northern Solano Intergroup office located at 413 William St. and on odd months in Fairfield at Rockville Presbyterian Church 4177 A Suisun Valley Road.
4. District General Service committee officer positions should be rotated at the November District meeting on even numbered years.
5. The District's address is: Post Office Box 5131, Vacaville, California, 95696-5131.
6. Any district officer, designated for funding by a drawing, who attends a regional event (PRAASA, Regional Forum) shall be reimbursed up to \$300.00 for reasonable and prudent travel expenses, which include mileage (at 32 ¢ per mile) airfare, hotels and meals with receipts. (*See Treasurer Guidelines #7*). All funded officers are expected to give a thorough report back on the event at the following district meeting.
7. Keys to the Intergroup Office are obtained from the Intergroup. Rotating District Officers should return keys to the Intergroup and allow the Intergroup to re-issue these keys to the incoming panel.
8. District Records such as Treasurer's Reports and Minutes to the District meeting are important reference material for future panels. Therefore, District Officers are requested to give past years records either to the District or Area Archives rather than discarding them.
9. The minimum sobriety requirement for all service positions is the length of the commitment, 2 years.
10. In addition to all the other job descriptions, members should always remember to not take themselves too damn seriously as per Rule #62.

### **General Service Representative (GSR) Guidelines:**

1. Attend the monthly District Meeting and report current activities of your group to District.
2. Attend group (for which you are a GSR) business meeting and report current activities of the District.
3. Obtain group consciences of various topics as necessary.

# SOLANO NORTH

## District 90

### Guidelines

4. Attend 4 Area Assemblies per year. Assembly dates are published well in advance so you may plan ahead.
5. Participate on Unity Day planning committees. Attend Unity Days. Announce upcoming Unity Days at all meetings attended.
6. Attend all GSR sharing session meetings.
7. Become conversant with District 90 Guidelines/Traditions.
8. Make an effort to attend Regional Functions (PRAASA and/or Regional Forums).

#### **District Committee Member Chair (DCMC) Guidelines:**

1. Chair the monthly District committee meeting
2. Chair the monthly District Officers/Agenda Planning meeting (held sometime prior to the next district meeting) the date, time and location to be determined by the needs of District Officers for each panel.
3. Encourage group communication with AA as a whole via the General Service Conference Process.
4. Encourage GSR communication between the groups and the District.
5. Submit a monthly article to the North Solano Intergroup newsletter, the *Happenings* with information about Regional, Area and District events and news.
6. Since the PI/CPC Chairperson, the Bridging the Gap chairperson, the Website Chairperson, and the Literature/Grapevine Chairperson are non-elective positions; the DCMC should solicit and nominate volunteers to fill these positions.
7. Attend the monthly Area meeting and Area Assemblies and report back to the District.
8. Report at the Area Meeting the "State of the District" following the DCMC District Report Guidelines from the area..
9. Attend Regional functions (PRAASA, Forums) as possible.
10. Function as the district coffeemaker (or find someone to volunteer) including getting supplies.

#### **District Committee Member (DCM) Guidelines:**

1. Regularly attend all district meetings, the monthly area meeting in Petaluma, area assemblies, and Unity Days.
2. Attend the District Officer/Agenda Planning Meeting.
3. Assist GSRs in becoming acquainted with the AA Service Manual and other service material including the Agenda Topics and summaries. Be available to provide the background material to the groups that want it.
4. Make a regular practice of talking to new and old groups on the responsibilities of general service work.

# SOLANO NORTH

## District 90

### Guidelines

5. Hold GSR sharing session meetings when able (usually @ 6:00 pm prior to the regular District meeting) the purpose of which is to have a smaller group where ample discussion can be achieved on specific issues.

#### **District Treasurer's Guidelines:**

1. Attend the monthly District meeting and the District officer's meeting, giving a report on activity for the past month, plus any anticipated activity.
2. Collect mail from the post office box (5131) at the Cernon St. post office.
3. Generate, and distribute (25) copies of the monthly District expense report.
4. Pay regular District expenses as detailed below:
  - Intergroup rent: \$100 per month
    - for District meeting.
    - for storage of District supplies
    - for all committee meetings held at the Intergroup office, for example:
      1. PI / CPC meeting
      2. Literature / Grapevine meeting
      3. District Officer's meeting (can be held in an officer's home)
      4. Bridging the Gap meeting
      5. GSR sharing session Meeting (can be held in a member's home)
  - Box 459 Subscription:
    - Due first of year
    - About \$6 a year
  - Post office box in Vacaville:
    - Paid through December of the year.
    - About \$44 a year.
  - Website Hosting
    - Paid biannually in November
    - Approximately \$110 as of June 2008
6. Monitor prudent reserve (set at \$650.00 by panel 53).
7. Maintain a travel reimbursement fund above the prudent reserve for the purpose of funding as many district officers as the funds allow, and are available to attend Regional Events (PRAASA, Regional Forum). When more officers are available then funds can support, designees shall be drawn by lot.
8. Pay any receipts totaling no more than \$150.00 per quarter, non-cumulative, to the PI/CPC Chairperson.
9. Pay any receipts totaling no more than \$15.00 per month, non-cumulative, to the Literature/Grapevine Chairperson.
10. Pay any mileage receipts as described in General Guidelines above.
11. Pay Unity Day rent and other supply receipts.
12. Prepare yearly projections/budget. This should take into account how many officer positions are filled and where future Area Assemblies will be located.

# **SOLANO NORTH**

## **District 90**

# **Guidelines**

### **District Recording Secretary Guidelines:**

1. Record the minutes of the District committee meetings.
2. With the assistance of the other District officers, draw up the forthcoming District Committee meeting agenda, usually at the officer's meeting.
3. Send via e-mail, agendas, minutes, and any other pertinent material, as directed by the committee officers, to all District officers, and GSRs, at least 1 week prior to the District meeting. Also, make same available in hard copy to all those who request regular mail delivery. Additionally, send one copy of the minutes to the area archives (address: 193 Mayhew Way, Walnut Creek, CA 94596).

### **Registrar Guidelines:**

1. Attend the monthly District meeting and the District officer's meeting, giving a report on activity for the past month, plus any anticipated activity.
2. Maintain and update Group information (meeting location, times, etc.), advising the Area Registrar of all changes.
3. Record new group information and pass the information on to the Area Registrar.
4. With the assistance of the District DCMs, the Registrar updates the database update request from GSO on an annual basis.
5. Registers new GSRs and District officers with the Area Registrar.
6. Distributes the Solano North GSR Handbook to new GSRs.
7. Provides mailing address information to the District Secretary so that minutes can be mailed.
8. Attend the Bi-Annual Election Assembly in order to register voting members for the elections..

### **Public Information/Cooperation with the Professional Community Chair Guidelines:**

1. Attend the monthly District meeting, District Officers/Agenda Planning meeting and area PICPC meeting and give reports on activity of the past month, plus any anticipated activity. .
2. Hold monthly PI committee meeting at Intergroup on the 1<sup>st</sup> Thursday of each month.
3. Be available to take PI requests from Intergroup, usually by making your telephone number known to Intergroup and noted as source of information or point of contact for request for non-AA entities in the community for questions or requests.
4. Coordinate Public Information presentations.
5. Become familiar with the contents of the PI and CPC workbooks.
6. Make receipts available and account for non-cumulative \$150.00 quarterly allowance.

# **SOLANO NORTH**

## **District 90**

# **Guidelines**

### **Literature/Grapevine Committee Chair Guidelines:**

1. Attend the monthly District meeting and the District officer's meeting, giving a report on activity for the past month, plus any anticipated activity and share briefly on a pre-selected piece of AA literature.
2. Hold monthly Literature/Grapevine meeting at Intergroup.
3. Maintain budget of \$15.00 per month. Give receipts to District Treasurer in a timely manner.
4. Perform other duties and responsibilities as requested by the District committee, the Grapevine workbook, and A.A. Guidelines for the Literature Chair.
5. As new Conference approved pamphlet literature becomes available, obtain 30 or so copies to be distributed to the GSRs at the District Meeting.

### **Bridging the Gap Chair Guidelines:**

1. Attend the monthly District meeting and the District officer's meeting, giving a report on activity for the past month, plus any anticipated activity.
2. Act as liaison with the Area BTG Committee – attending the monthly Area BTG meeting in Petaluma.
3. Create and maintain a list of volunteers who act as the contact people.
4. Inform the District of any needs of the committee.

### **District 90 Website Chair Guidelines:**

1. Attends District 90 business meetings and the District 90 Officers' Meeting serving a two-year term, concurrent with the District Panel.
2. After publication to the Internet, the Website Chair will provide on-going website operations monitoring, maintenance, and oversight, including the removal/replacement of outdated/updated information as necessary. The Website Chair will consult with the other district officers on matters concerning the website.
3. The Website Chair will regularly report to the District at its business meetings, and will be the point of contact for technical/site issues with the web hosting provider.

# SOLANO NORTH

## District 90

# Guidelines

4. The Website Chair is responsible for ensuring that a “best-cost” web hosting provider is used for the site and that the web host will provide content backup and disaster recovery. Further, the Chair will retain a digital backup of the site files.
5. The Website Chair will ensure that the District Treasurer makes timely payments for the site’s web hosting services and domain name registration.
5. The Website Chair may seek outside/professional assistance when needed after conferring with the other District Officers.

### **Unity Day Guidelines:**

1. Both the planning and execution of Unity Days should be fun. The number of Unity Days / District Events held each year is up to the discretion of the District committee; however, the District typically holds a minimum of 3 (max of 4)<sup>1</sup> Unity Days per year. These are:
  - Agenda Topics workshop - held as early as last weekend in January but no later than the Pre-Conference Assembly.
  - Delegate’s Report - held after the Post Conference Assembly, typically in the late spring/early summer
  - Fall Unity Day - typically in October.
  - Spring Unity Day - if time permits between the Agenda Topics workshop and the Delegate’s Report.
  - If the District hosts an Area Assembly, it is considered a District Event.
2. Unity Days rotate between Fairfield (and Suisun) and Vacaville. This means that if the Agenda Topics workshop is held in Fairfield, then the next Unity Day should be held in Vacaville.
3. Each Unity Day has a chairperson, preferably someone who has served on a prior Unity Day planning committee.
4. Unity Day planning committees are made up of volunteers. Anyone who wishes to participate is welcome.
5. The Unity Day chairperson schedules planning meetings, typically held at a member’s home or a restaurant.
6. The Unity Day planning committee is responsible for finding a location for the event. Rent for a Unity Day should not exceed \$150. However, if an exception needs to be made, we recommend that you contact the DCMC and District Treasurer for guidance. Rent and expenses should be capped at approximately \$350.
7. Unity Days are anywhere from 3 to 6 hours long. Content should be Service related.
8. The Unity Day committee is also responsible for set up, clean up, making coffee (the District has supplies which are kept at the Intergroup), and creating and distributing a flyer for the event.

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<sup>1</sup> Changed from a required 4 per year during Panel 45.

# SOLANO NORTH

## District 90

### Guidelines

9. Typically H&I, PI-CPC, Literature/GV, BTG, Website, & District/Area Archives are invited to host an information booth (display) at Unity Days.
10. Remember that if sodas are to be sold, they must be sold at cost. However, experience has shown us that it is easier to just provide sodas in two liter bottles. (See General Guidelines on page 1.)
11. Reimburse anyone out of area, who is asked to participate in a Unity Day, 32 ¢ per mile for travel expense.
12. The Gold, Silver, and Bronze Service Manuals will be awarded, with much fanfare, to the groups with the most home group members present.
13. The outgoing panel will secure a place and date for the incoming panel's Agenda Topic workshop to help ease the transition.

*These are the guidelines for Solano North District 90 of General Service for Alcoholics Anonymous. They were drawn up by Tim D. on July 5, 1994, updated Nov. 1994 and Jan. 4 1995. Updated and retyped on Jan. 31 by Linda B. Updated 2/4/97 by Kristin M. Updated 11/18/97 by Kristin M. Updated 4/30/2001 by Kristin L. Updated July 31, 2001 by Kristin L. Updated September 2002 by Kristin L. to include reimbursement for Regional Travel. Updated December 29, 2002 by Kate M. to include suggested changes by committee approval. Updated yet again by Tony W. November 4, 2004 and now they are perfect so leave them alone. Updated by Ken M. 12/09/06 to reflect motions passed, and one old timer's recollection of how it should be. Changed District Officer's Travel Reimbursement from 25¢ to 32¢ by Tony W. on May 7, 2008.*

### **VOTING PROCEDURE GUIDELINES:**

1. Those eligible to vote are the GSRs and District Officers. District Officers include, District Committee Member Chair (DCMC), District Committee Members (DCM's), Secretary, Treasurer, and Registrar. The Chairpersons of the following committees are also allowed to vote: Public Information/Cooperation with the Professional Community; Literature/Grapevine; and Bridging the Gap, Website.
2. If any of the officers is not present, then their designated alternate may vote.
3. Before a vote is taken, the DCMC asks the voting members of the District if the particular item requires a "simple majority" or "substantial unanimity" to pass. Past practice has designated that a "simple majority" is 1 vote over 1/2 of those voting. "Substantial unanimity" is based on a 2/3'rds majority.
4. Housekeeping<sup>1</sup> motions are decided by "simple majority".
5. When a motion is ready for the vote the DCMC asks the District Committee to decide by "simple majority" if the decision should be made by either "simple majority" or "substantial unanimity".

# SOLANO NORTH

## District 90

# Guidelines

6. The DCMC and the Secretary counts and records the number of yes and no votes and also the number of abstentions. Abstentions are not counted in the total number of votes cast.
7. After the vote has been counted the DCMC asks for the “minority opinion” by anyone who voted with the minority. Note that those who abstained are not part of the minority and therefore, have no voice in expressing minority opinion.
8. After all minority opinion has been expressed, the DCMC asks if anyone who voted with the majority if they wish to make a motion to reconsider. If that motion is made and seconded, then a vote of a simple majority is taken. If the motion to reconsider fails, the original votes stands. If it passes, discussion is opened again. Once the district decides to vote again, that second vote is final and no minority opinion is given.

<sup>1</sup> Housekeeping motions are generally actions that the District Committee can handle on their own without having to take back to their groups

## WEBSITE GUIDELINES:

### Section I: PURPOSE OF THE WEBSITE

- A. This website was created in order to provide information to and suggest resources for the alcoholic and those who think they may have a drinking problem in our District. It also provides service information to members of AA. California Northern Coastal Area 06 General Service District 90 serves the Northern Solano county cities of Fairfield, Vacaville, Suisun City, and Rio Vista.
- B. The site provides resources such as a Meetings Directory to facilitate the face-to-face meeting of still-suffering alcoholics. The primary purpose of members of AA is to stay sober and help other alcoholics achieve sobriety. The site may provide additional information as the District may direct.
- C. The site also provides information to the general public about AA in our District, and about AA in general.

### Section II: ADMINISTRATIVE RESPONSIBILITIES

#### **A. Ownership of Website**

The owner of this website is General Service District 90. For administrative purposes, its mailing address is: District Committee Member Chair (DCMC), P.O. Box 5131, Vacaville, CA 95696

#### **B. Domain Name Registration and Web Hosting Services**

The domain name shall be ***aasolanonorth.org*** and is registered in the

# SOLANO NORTH

## District 90

# Guidelines

name of the owner.

### C. Billing Contact

Invoices from the domain name registrar/domain name reseller and web hosting provider should be directed to the District 90 Treasurer, with his/her mailing address at: District 90 Treasurer, P.O. Box 5131, Vacaville, CA 95696

The Treasurer will pay all fees for registration of the domain name and for web hosting services.

### D. Technical Contact

The District 90 Website Chair is the contact point for technical issues relating to the website. Inquiries may be directed via email to: [district90webdude@aasolanonorth.org](mailto:district90webdude@aasolanonorth.org) or sent via regular postal mail to: District 90 Website Chair, P.O. Box 5131, Vacaville, CA 95696

The Website Chair may contract for these services as needed.

### E. District 90 Website Chair

#### 1) Description of Position

The District 90 Website Chair is a District Officer with the same responsibilities and voting rights as the other District Officers. The initial Website Chair develops a website which meets the needs of the District and also develops website guidelines which govern its operations and functions, as approved by the District. The position is appointed by the District Officers.

#### 2) Duties and Responsibilities of Website Chair

- A) Attends District 90 business meetings and the District 90 Officers' Meeting serving a two-year term, concurrent with the District Panel.
- B) After publication to the Internet, the Website Chair will provide on-going Website operations monitoring, maintenance, and oversight, including the removal/replacement of outdated/updated information as necessary. The Website Chair will consult with the other district officers on matters concerning the website.
- C) The Website Chair will regularly report to the District at its business meetings, and will be the point of contact for technical/site issues with the web hosting provider.
- D) The Website Chair is responsible for ensuring that a "best-cost" web hosting provider is used for the site and that the web host will provide content backup and disaster recovery. Further, the Chair will retain a digital backup(s) of the site files, and provide on-going operations monitoring, maintenance, and oversight of the website, including the removal/replacement of outdated/updated information on the website in a timely manner.
- E) The Website Chair will ensure that the District Treasurer makes timely payments for the site's web hosting services and domain name registration.

# SOLANO NORTH

## District 90

# Guidelines

- F) The Website Chair may seek outside/professional assistance when needed after conferring with the other District Officers.

### F. Technical Access

The Website Chair and the DCMC will have password-protected access to the website. As trusted servants, they are expected to follow the 12 Traditions and 12 Concepts as well as common sense with the privilege of access.

### G. Method for Approval of Website Content Changes

- 1) The Website Chair will accept suggestions for major changes to the website's standing content which fall outside the sphere of the "Right of Decision" in Concept 3 and present these as Housekeeping Motions at District 90 business meetings. The District, Intergroups, and Groups are encouraged to submit content change proposals to the District Officers for review.
- 2) Minor changes in standing content may be made by the Website Chair without prior District approval for the purpose of enhancing site visibility and accessibility, to improve the site's ease of use for its visitors, and to maintain accurate and up-to-date information, such as that contained in the Meetings Directory, and any other time/date sensitive material.

## **Section III: SUGGESTED STANDING CONTENT**

### A. Home Page

Introduces the visitor to Alcoholics Anonymous in our District by displaying contact information for resources such as District 90, the North Solano Intergroup, Hospitals and Institutions, and Bridging the Gap; provides email links for the DCMC and Website Committee Chair.

### B. Links

The District 90 homepage will provide several offsite links to official AA websites including (but not limited to):

- 1) AA General Service Office
- 2) California Northern Coastal Area 06
- 3) AA Grapevine
- 4) PRAASA (Pacific Region Alcoholics Anonymous Service Assembly)

### C. Meetings

Contains a directory of regular AA meetings and AA-related meetings (i.e., various monthly business meetings of Groups, District 90, committees, and Intergroups, etc.) in our area

### D. Events

# SOLANO NORTH

## District 90

# Guidelines

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events, and may contain links to event websites as appropriate or event flyers. All General Service, Area, Intergroup, and Hospitals & Institutions Committee events are pre-approved and may be posted when the event information is available.

If groups/individuals desire to post an event to this page, they should contact the Website Chair or another District Officer well in advance of the event. The District Officers will approve or disapprove of the posting.

### **E. District News**

- 1) An article on District happenings from the DCMC
- 2) Anonymity-protected minutes and agendas

### **F. Other Content**

The site may publish additional content, as approved by the District. This content may include (but is not limited to) the following:

- 1) Regional/National AA fellowship events/calendars page.

## **Section IV: PROHIBITED CONTENT**

### **A. Direct Communication**

The website will not permit interactive communication such as chat rooms, message boards, forums, on-line meetings, or any other form of direct communication.

### **B. Non-AA Content**

- 1) In keeping with Tradition 6, there will be no non-AA content or links to non-AA-related sites.
- 2) No commercial links or commercial/professional services are available through this site.

### **C. Personal Information**

In keeping with Tradition 11, no individual will be identified by last name nor an individual's photograph published on the website. Caution should always be used to protect the anonymity of AA members. Documents which may contain personal information (especially long ones) should be very carefully reviewed by other District Officers as well as the Website Chair. All personal information will be edited out before publication to the website.

## **Section V: DISTRICT EMAILBOXES**

- A. Email addresses for the following District positions are authorized: DCMC; Website Committee Chair

# **SOLANO NORTH**

## **District 90**

# **Guidelines**

- B. Additional email addresses may be made available as the District so chooses for District Committee Members and Committee Chairs and others.

## **Section VI: CHANGES TO WEBSITE GUIDELINES**

Any change to the Website Guidelines will be the subject of a housekeeping motion at a District meeting.