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Topic 1 - Name and Location

The name of this organization shall be District 7 - North Florida Area Conference. District 7 has the geographical subdivisions known as District 7A and District 7B, and the scope of this guideline document applies to these district designations.

The geographical area is known as Lake and Sumter counties in the State of Florida.

This organization is of perpetual duration.

District 7 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 2 - Purpose and Authority

The purpose of District 7 is to engage in General Service activities within the Conference structure guided by the Twelve Traditions of AA, and the AA Service Manual and the Twelve Concepts for World Service.

Service activities are anything that helps reach fellow alcoholics, ensures our own Recovery, and safeguards the integrity of our Fellowship.

District 7 is a non-profit unincorporated body. There is no authority except that expressed by the group conscience and communicated to the General Service Representative (GSR) who the group has selected. The GSRs in turn communicate to the Area Conference through the District Committee Member (DCM). District 7 is a service only, never a government for AA.

Periodically the District 7 Structures and Guidelines will be reviewed for currency and accuracy. Suggested changes will be presented at the monthly District 7 business meeting. If approved for change, GSRs will be asked to take the recommendations back to their home groups. The GSRs will report back to the District at the next monthly business meeting the thoughts of their home group regarding these intended changes.

Alcoholics Anonymous 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 AA 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 7 is autonomous within its boundaries having no authority over any other District, nor is District 7 subservient to any other District in the Area.

Topic 3 – Composition

District 7 membership shall be composed of General Service Representatives and their Alternates selected by the AA groups which are registered with the General Service Office and which are located within Lake and Sumter counties.

District 7 is also composed of 2 District Committee Members and 2 Alternate District Committee Members who are elected by District 7 General Service Representatives.

Any District Committee Member, Officer, or Service Committee Chairperson with 2 consecutive unexcused absences from the District Business meeting will be requested to resign their position. An excused absence is defined as at least 24-hour notice to either DCM.

District 7 voting members include ADCMs, Service Chairs and GSRs following simple majority. DCMs vote only to break a tie. Service Chairs are nonvoting members during Area Assembly but are voting members during District 7 polls.

Topic 4 – Elections

Elections of District 7 service positions occur in even number years to align with Area rotation. Elections are held during the November business meeting of that year with nominees for office taken during the October monthly business meeting.

Elected Officers consist of 2 District Committee Members (DCM), 2 Alternate District Committee Members (ADCM), Treasurer, Secretary and Registrar.

Officers' elections will be by The Third Legacy Procedure as outlined in the AA Service Manual (pg S21). All other elections will be by simple majority vote. Elected Service Committee Chairpersons include Archives, Grapevine, Cooperation with the Professional Community and Public Information (CPC/PI), Corrections, Accessibilities, Treatment, Literature, Website and Intergroup Liaison.

District Officers and Service Committee Chairpersons are a 2-year term with the exception of Archivist which coincides with Area archivist term.

Unscheduled vacant positions will be filled by election at the District Business Meeting.

Topic 5 – Finance

Finance District 7 is self-supporting through the voluntary contributions of its participating groups and by individual AA members.

No assets are accumulated. Any contributions in excess of operating expenses plus prudent reserve shall be forwarded to the General Service Office and/or the North Florida Area Conference.

These contributions are to be distributed quarterly.

Any monies needed by the Committee Chairpersons, above the budgeted amount, Should be brought to the Finance Committee per Finance Committee procedures.

The proposed budget for District 7 for an ensuing year will be presented and approved by the body within the preceding budget year.

The prudent reserve shall be maintained and is the amount of estimated District 7 operating expenses required for six months of operation.

District monthly expenses include: meeting location, postage & office supplies DCMs or in their absence ADCMs attending North Florida Area Assemblies will receive 1 nights lodging at the host hotel or approved overflow hotel. They will also receive mileage at the rate approved by District 7 GSRs provided they are not paid by a different committee or body for the same service. This will be taken from the DCM budget. Committee chairs will receive mileage to and from NFAC to

attend workshops and one-night room (Saturday night) to attend workshops and NFAC business meeting. This amount will come from their budget. Current mileage rate is that used by the area 14 North Florida Area Conference Panel 67.

Topic 6 – Meetings

District 7 business meetings are held one time per month. The second Thursday of each month beginning at 6:45pm.

Any member giving a report should submit a written copy to the Secretary.

Business meeting format:

1. DCM- open meeting with a moment of silence followed by Serenity Prayer.
2. Concept of the month
3. Registrar- roll call, new GSR introductions
4. Secretary- Secretary report, corrections to minutes, motion to accept.
5. Treasurer- Treasurer report, corrections/questions, motion to accept, pass the basket.
6. DCM- 7A report, 7B report.
7. Service Committee Reports- Accessibilities, Archives, Corrections, CPC/PI, Grapevine, Central Office, Literature, Treatment, Website, Special Committees. Finance Quarterly report
8. Old Business
9. New Business
10. Group Issues/Announcements
11. Close Meeting with Lord's Prayer or Responsibility Statement

Topic 7- District 7 Relationship to North Florida Area Conference

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

DCMs, ADCMs, Service Committee Chairpersons and GSRs are encouraged to attend North Florida Area Assemblies to represent their groups and to obtain subject material to coordinate service activities within District 7.

Topic 8 - District Officers

To serve as a District officer requires past or present experience as a DCM, ADCM, or GSR. These positions are elected by the body. District Officer term is 2 years except for Archivist which coincides with Area 14 archivist term.

DCM duties and responsibilities:

- Preside at all meetings and perform such acts and duties as are customary to this office.
- Be familiar with and conduct all meetings using established parliamentary procedures to ensure the proper and efficient order of business.
- Appoint temporary Special Committees as necessary and act as ex-official member without vote, except to break a tie.
- In the event that the DCM and the ADCM cannot attend the Area Assembly, the DCM may designate a qualified alternate.
- Attend groups within their geographical area and encourage group participation in District and Area activities.
- Help GSRs resolve local group issues by using the 12 Traditions, 12 Concepts, and the Group Inventory as a guide.

Alternate DCM (ADCM) duties and responsibilities:

- Preside at all District meetings and perform such acts and duties as are customary to this office when the DCM cannot be present.
- The ADCM shall chair the Annual Gratitude Dinner and the Annual Workshop event. The first year of service the District 7A ADCM shall chair the Annual Gratitude Dinner and the District 7B ADCM shall chair the Annual Workshop event. The following year of service the ADCM duties for these events shall alternate.
- ADCM's will serve on all Special Committee events to ensure Traditions are being followed. ADCM's will alternate responsibilities

Treasurer duties and responsibilities:

- Receive all funds and deposit them into the designated District 7 bank checking account.
- Maintain District 7 bank checking account and ensure that the District 7 Finance Committee chairperson serves as an alternate signer to all paper

checks.

- Pay all District 7 expenses with online banking or paper checks.
- Prepare a monthly cumulative written report of all receipts, expenses, prudent reserve, and group contributions, also year to date expenses and income for presentation at the District business meeting.
- Perform any other duties that may relate to the function of this office.

Secretary duties and responsibilities:

- Prepare minutes of each business meeting, which include the number of attendees, as well as the Districts web-address on the face of the report.
- Have minutes sent to Webmaster within 10 days following the District meeting to be posted on the District 7 website.
- Maintain additions, changes, and updates to the Structures & Guidelines document. A change log within the document will be available.
- Perform any other duties that may relate to the functions of the office.

Registrar duties and responsibilities:

- Maintain records of attendance of Officers, Service Committee Chairpersons and Group GSRs in attendance.
- Maintain a listing of District 7 contact information for Officers, Service Committee Chairpersons, Groups, GSRs and Alternate GSRs.
- Update the Area Registrar and the General Service Office of group information and GSR changes.
- Perform any other duties that may relate to the functions of the office.

Topic 9 - Service Committee duties and responsibilities

Service Committees:

- Service committees are life's blood to service work within the District and are generally left to operate on their own to develop their own program or scope of service with limited support and guidance from the district as a whole.
- Effectiveness depends on the commitment, enthusiasm, ability to inspire, and organizational ability of the committee members.

- A rotating Service committee chairperson ensures that the incoming Service committee chairperson receives the information necessary to effectively conduct the duties of the Service committee.
- Aids their appropriate Area coordinator in manning display/information tablets at AA events and /or non-AA professional conferences.

Corrections Committee:

- A) The Corrections Committee Chair reports on service opportunities in local prisons, keeps GSRs up to date on local Department of Corrections policies on prison access, and assists individual AAs in finding Corrections service opportunities.
 - B) The Committee purchases and places AA literature in local prisons.
 - C) The Corrections Committee members participate in other regional Corrections Service events
 - D) The committee will work to provide a link to the “Bridging the Gap” inmates in transition from the facility to the outside

- Organization:

- A) The Corrections Committee includes Chair, Co-chair, Treasurer, Secretary, and Alternative for each as available. Chair and Co-Chair work together to coordinate Volunteers into the various Institutions we serve in Lake-Sumter District. The Chairs work to establish and maintain good working relations with Correctional Officers to grow access to AA meetings inside the walls, as well as coordinate correspondence opportunities.
- B) Treasurer receives the pink can monies, pays all bills and costs of operating Corrections Service – to include, but not exclusive of Books and Literature into correction institutions, books, and literature to keep volunteers up to speed on any changes in what we can offer inmates, funding for Chair to attend Area Assembly, Grapevines, Volunteer informational sessions, etc.
- C) Secretary works in an administrative function to maintain records, minutes, handle communications etc.

- Pink Can:

- A) Many groups pass the Pink Can at Lake-Sumter AA Meetings. The Pink Can contributions are for Corrections Service work. A Corrections Bank Account may be maintained separately from the District Account, with full monthly reporting.

B) Corrections Committee Service work has an annual budget of approximately \$12,000. A Prudent Reserve of three (3) months to be accumulated and maintained, \$3000.00. Operational costs to be handled and any extra funds applied until Prudent Reserve achieved. Prudent Reserve should be evaluated during January of each year to make sure the balance reflects the cost of Correctional service work.

C) The committee may vote to hold prudent reserves in excess of \$3,000 as was the case of Correctional re-launch post pandemic or any other special circumstances.

D) Funds in excess of Prudent Reserve and pending bills may be applied toward other District Service Committees.

CPC/PI Committee:

- Obtain the CPC/PI workbook and follow the first suggestions
- The CPC/PI committee makes AA presentations to schools, police departments, and other professional community organizations in accordance with AA Guidelines (MG-11&MG-07)
- The committee may place meeting schedules and AA literature in local hotels, medical offices, and libraries.
- The committee advocates the use of conference created PSAs to get the message of AA out to the Public through television, radio, social-media, and public media outlets.

Grapevine Committee:

- In accordance with AA Service Manual under paragraph “What does a Grapevine Rep Do?” A Representative is generally encouraged to:
- Register as the Grapevine Rep. with aagrapevine.org to receive a kit which includes a handbook & other material.
- Be the link between the groups and the Grapevine office as well as ensuring members are aware of how the magazine supports recovery and how to subscribe, write or submit stories, as well as announcing new products.
- Make Grapevine available to other service committees, such as corrections, treatment, literature, and CPC as they become available.

Treatment Facilities Committee:

- Obtain a copy of AA Guidelines for treatment facilities and outpatient settings.

- Encourage AA members to carry the message to patients in treatment facilities and outpatient settings.
- Help transition recovering alcoholics leaving treatment to local AA meetings in the community.

Central Office Liaison:

- Serve as liaison between Lake-Sumter Central Office and District
- Attends the monthly Central Office business meeting as well as Districts business meeting.
- Report to Central Office and District meeting happenings. It is suggested to use the “GSR Guidance Report” when making reports.

Accessibilities Committee:

- Accessibility issues apply to all Alcoholics who have difficulties participating in Alcoholics Anonymous, whether those difficulties are mental, physical, geographical, cultural, ethnic, spiritual, or emotional.
- Obtain copies of AA Guidelines for:
Accessibilities For All Alcoholics (document # MG-16) and Sharing the A.A. Message With The Alcoholic Who Is Deaf (document # MG-13)
- Members of Accessibility Committee explore, develop, and offer resources to make the A.A. message and participation in our program to everyone who reaches out for it.

Archives Committee:

- Assimilates and retains District history.
- The archivist maintains the District archives which include all past Minute, Treasurer’s reports, officer, and committee chairperson material and any material preservation of those items.
- For more information refer to AA Guidelines for Archives (document # MG-17)

Literature Committee:

- Inform groups, districts, or assembly members through displays or other suitable methods, of all available Conference Approved Literature, audio

visual material or other special items.

- For more information refer to AA Guidelines for Literature (document # MG-09).

Website Committee:

- Observe all AA's principles and traditions on all website content
- Maintains the District Internet Website, which carries the message of Alcoholics Anonymous by providing a resource on the Internet where alcoholics can get information about the activities and business of and within District 7.
- Ensures that links to other appropriate sites are available on the District Internet Website.

Finance Committee:

A) **Composition:** The Finance Committee is composed of a chairperson and two (2) other persons elected by the body, the current District Treasurer and a past DCM. The role of the past DCM is to provide guidance and a vote only in the event of a tie.

B) Duties of The Finance Committee:

1. Recommend motions to the District 7 Body
2. Develop and present the proposed budget for District for the next year
3. Provide financial guidance and make recommendations as needed
4. Monitor expenditures as compared to the approved budget
5. Assist Treasurer as required
6. Finance Committee chair serves as alternate signer for the District 7 checking account.

C) **Procedures** - Additional fund requests should be in writing and brought before the Finance Committee for a recommendation. The Finance Committee then presents their recommendation to the body for final vote.

Document Revision Log:

- 08/27/2007 - Created and approved by District 7
- 01/14/2008 - Add finance committee section and revise finance topic (Topic 5) to state: Any money needed by the committee chairpersons, above budgeted amount, should be brought to the finance committee per finance committee procedures.
- 03/06/08 - Add remaining finance committee revisions that were approved on 01/10/2008
- 11/04/2008 - Add alternate DCM responsibilities (Topic 8)
- 01/17/2009 - Modified secretaries' duties to include maintenance of the Structures and Guidelines document
- 06/20/2014 -
- 01/14/2015 - Add F all checks must be signed by two officers of District 7. One of the signatures must be from a DCM 7A or 7B. The other signature shall be the Treasurer. In case the Treasurer is absent, then the Finance Chairman can sign for the Treasurer.
- 07/09/2016 removed section (f) and modified item (b) to read "maintain a district 7 bank checking account and ensure that the District 7 Finance Committee Chairperson serves as second signer to all paper checks. In the absence of the Finance Chair have another member from the Finance Committee be designated as a signer", and modified (C) to read "pay all District 7 expenses with the authorization set up online banking". From the Treasurers Section.
- 09/14/2016- Modified Topic 5 Finance to change prudent reserve from 1 year to 3 months
- 04/15/2017- Modified Topic 5 to show that the mileage rate will be that of the NFAC.
- 10/01/2018- Ad Hoc committee compiled a list of revisions and changes to be voted into this document.
- 09/03/2019- Changed approved wording to Accessibilities Committee duties adding mention of document #MG-13 Sharing the AA Message with the Alcoholic who is Deaf, also include listing of all types Accessibility issues faced by the Alcoholic : whether those difficulties are mental, physical, geographical cultural, ethnic, spiritual or emotional.

● 05/11/2020- Topic 6 Closings changed to read closed by The Lord's Prayer or The Responsibility Statement , Business meeting format to be changed to 1 x per month. Addition of the creation of the Corrections Service Committee structures and guidelines to Topic 9 Service Committees, Corrections Committee

09/04/2022 Changes, Additions:

- Topic 2 Purpose and Authority- Include that structures and guidelines are reviewed periodically and GSRs take back to home group for thoughts
- Topic 3 Composition -Clarify District 7 voting members
- Topic 4 Elections- Addition of nominees taken at October meeting
- Topic 6 Meeting – Change meeting time from 7pm to 6:45pm. Include meeting is to be second Thursday of each month
- Central Office Liaison – Addition of Report meeting happenings and advise to use GSR Guidance Report
- Corrections Committee – Move A) to D) position
- Corrections Organization: remove the words ‘may create a committee with a’; include coordinate correspondence opportunities
- Corrections Pink Can – Include that committee may vote to hold prudent reserve funds in addition of \$3000
- CPC/PI – Include advocates the use of conference-approved PSAs paragraph
- Added header and page number footer