

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

District 04 Guidelines

MSCA 09 General Service

Ratified November 03, 2021

The District 04 Guidelines are based on A.A. General Service knowledge and experience shared in "The A A Service Manual " and the "Mid-Southern California Area 09 Bylaws, Guidelines for Structure and Procedure." Additionally other A.A. Conference-approved literature has been used to develop these District 04 Guidelines.

OVERVIEW:

Mission Statement

To serve the fellowship of Alcoholics Anonymous through General Service in District 04 within the Mid-Southern California Area 09.

Vision

To provide clear and effective leadership to the Fellowship of Alcoholics Anonymous in District 04. We are directly responsible and responsive to the groups in District 04, focusing on all matters affecting the Fellowship's primary purpose of carrying the message to the still suffering alcoholic

Article I. District 04 Description

A. District 04

1. District 04 is part of the Mid-Southern California Area (Area 09) in the Pacific Region of the General Service Conference Structure. It is located in Los Angeles County and Orange County, California.
2. District 04 is made up of four geographic sub-District 04s and five special focus sub-District 04s.

B. Sub-District 04s

1. NE Long Beach: North of Pacific Coast Highway, east of Cherry Avenue.
2. NW Long Beach: North of Pacific Coast Highway, west of Cherry Avenue.
3. SE Long Beach: South of Pacific Coast Highway, east of Cherry Avenue, except Marina Pacifica.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

4. SW Long Beach: South of Pacific Coast Highway, west of Cherry Avenue, and Santa Catalina Island.
5. Los Alamitos/Rossmoor Groups
6. Marina Pacifica Groups
7. Women's Groups
8. Men's Groups
9. LGBTQ Groups

C. District 04 Borders.



MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

District 04 Borders		
From	Boundary	To
From the Pacific Ocean, starting at the southwestern corner of the city of Long Beach...	North along the western city limits of Long Beach to...	The San Diego Freeway
	East along the San Diego Freeway (405) to...	San Antonio Drive.
	East along San Antonio Drive to...	Carson Street.
	East along Carson Street to...	Hawaiian Gardens.
	East along the southern Hawaiian Gardens city limits to...	The Orange County line.
	South and west around the city of Los Alamitos and back to...	The Los Angeles County line at the San Diego Freeway (405)
	South along the Los Angeles/ Orange County line to...	The Pacific Ocean.
District 04 also includes Santa Catalina Island		

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

Article II. District 04 Membership

A. District 04 Voting membership

1. District 04 Officers:
 - a) District Committee Member Chair (DCMC)
 - b) Alternate DCMC
 - c) Secretary
 - d) Treasurer
 - e) Registrar
2. District Committee Member (DCMs) and Alternate DCMs
3. General Service Representative (GSRs) and Alternate GSRs
4. Standing Committee Chairs and Committee Members
5. Coordinate Committee Liaisons

B. Exemptions

1. All members serving in alternate positions have the same voting privileges as their principals only when their principals are absent. (This provision does not apply to the Alternate DCMC).
2. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.
3. District 04 Officers, Coordinate Committee Chairs, and Standing Committee Chairs who have missed three consecutive District 04 Business Meetings (without prior notice) are considered inactive. They may be removed by the District 04 body from their service position.

Article III. District 04 Steering Committee

A. Membership

The District 04 Steering Committee consists of the current DCMC, Alternate DCMC, Treasurer, Secretary, and Registrar.

B. Purpose

To provide support and leadership to the membership of District 04.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

C. Responsibilities

1. The Steering Committee shall guide District 04 to actively participate in AA service matters.
2. The Steering Committee identifies and prioritizes relevant business and sets the agenda for the next District 04 Committee meeting

D. Meetings

1. The Steering Committee shall meet monthly before the District 04 Business Meeting.
2. A special meeting may be called by any member of the Steering Committee to address time sensitive matters that may affect District 04 or “AA as a whole.”
3. Visitors are welcome to attend the Steering Committee Meeting to observe and participate with prior notification.
4. The District 04 Secretary shall provide a recap of actions taken by the Steering Committee upon request.

Article IV. District 04 Funding

- A. In accordance with AA's 7th Tradition, District 04 is entirely self-supporting through its own contributions.
- B. District 04 accepts no money, services, or things of value from nonalcoholic persons or organizations.
- C. District 04 shall sell no merchandise nor fundraise.
- D. District 04 shall maintain a prudent reserve not to exceed a recommended 20% of the District 04 Annual Operating Budget.

Article V. District 04 Elections

A. Positions and Eligibility.

It is suggested that persons holding these positions do not hold any other service positions at the District 04 level. This excludes the Website committee and Ad Hoc Committees. (This is to provide continuity of expertise/experience needed on the website committee and Ad Hoc Committees)

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

1. District 04 Committee Member Chair (DCMC)

- a. A background in A.A. service work, an understanding of the A.A. service structure, and an ability to develop a vision for District 04.
- b. Minimum suggested sobriety of four years.
- c. The time, energy, and willingness to serve District 04 well.
- d. Availability to attend all District 04 business meetings and events, Area Service Committee meetings, Area Assemblies, and other Area events.
- e. Strongly encouraged to possess leadership and team management skills.

2. Alternate DCMC

- a. A background in A.A. service work, an understanding of the A.A. service structure, and an ability to support and further a vision for District 04.
- b. Minimum suggested sobriety of four years.
- c. Encouraged to possess leadership and team management skills.
- d. The time, energy, and willingness to serve District 04 well.
- e. Availability to attend all District 04 business meetings and events, Area Service Committee meetings, Area Assemblies, and other Area events.

3. District Committee Members (DCM)s and Alternate DCMs.

- a. A background in A.A. service work and knowledge of GSR responsibilities.
- b. Minimum suggested sobriety of two years.
- c. The time, energy and willingness to serve District 04 well.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.

4. Secretary.

- a. Minimum suggested sobriety of two years.
- b. Strongly encouraged to possess organizational and communication skills and experience.
- c. The time, energy, and willingness to serve District 04 well.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.

5. Treasurer.

- a. Minimum suggested sobriety of two years.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

- b. The time, energy and willingness to serve District 04 well.
- c. Strongly encouraged to have record keeping and basic accounting skills.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.

6. Registrar.

- a. Minimum suggested sobriety of two years.
- b. The time, energy, and willingness to serve District 04 well.
- c. Strongly encouraged to have record keeping and database knowledge.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.

7. Standing Committee Chairs.

- a. Minimum suggested sobriety of two years.
- b. The time, energy, and willingness to serve District 04 well.
- c. A vested interest in understanding, executing, and furthering the committee purpose.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.

8. Coordinate Committee Liaisons

- a. Minimum suggested sobriety of two years.
- b. The time, energy, and willingness to serve District 04 well.

B. Election procedure.

1. Elections of all District 04 Officers are held the first Wednesday of the month of October (odd years)7, and DCMs, Alternate DCMs, Standing Committee Chairs will be elected the first Wednesday of January following District 04 officer elections.
2. The term of office for District 04 Trusted Servants is two years commencing in January following the election.
3. District 04 Officers (DCMC, Alternate DCMC, Secretary, Treasurer, Registrar) are elected by a Third Legacy Procedure (as outlined in the World Services Manual).
4. DCMs, Alternate DCMs, and Standing Committee Chairs are elected by a simple majority.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

5. Vacated District 04 Officer, DCM, and Standing Committee Chair positions will be filled automatically by the alternate. If there is no alternate, the DCMC may appoint a member to the position subject to confirmation by election at the next District 04 Committee meeting. The Secretary will notify members by placing the election notice on the agenda. If a trusted servant only served a partial term, they are eligible to stand again for the same service commitment.
6. Newly created. District 04 Officer positions will be filled by an election; or the DCMC may appoint a member to the position subject to confirmation by election at the next District 04 Committee meeting.
7. It is preferred that more than one person be nominated for each office.

Article VI. Duties of District 04 Officers

A. Common Duties.

All District 04 Officers' shall perform the following duties.

1. Attend all meetings of the District 04 Committee and the District 04 Steering Committee.
2. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro
3. Participate as a member of the District 04 Steering Committee, the Area Service Committee, and the Assembly.
4. Act as a service sponsor for replacement to ensure an orderly transfer of responsibilities.

B. District 04 Committee Member Chair (DCMC)

1. Maintain an effective service structure throughout District 04.
2. Appoint special committee chairs.
3. Visit Groups in the District 04 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.
4. Visit Groups that request information on General Service, the A. A. service structure, application of the Traditions, or any other question the Group desires information on.
5. Maintain custody of keys to District 04 meeting room.
6. Attend and participate in all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop. the Foro, the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

the Regional Forum. Events requiring lengthy travel may be attended if District 04 funds permit.

7. Maintain active communications between District 04 and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office.
8. Encourage and assist DCM's and Standing Committee Chairs to develop leadership, knowledge, experience, and dedication to General Service work.
9. Submit verified and updated list of Eligible Voters in District 04 to the Area Chair at the last Area Service Committee meeting preceding the Election Assembly.
10. Arrange for an experienced General Service member to conduct District 04 election in accordance with the Third Legacy.
11. Act as a signatory for District 04 bank account.
12. Ensure that the meeting room is left clean and orderly.
13. Field and respond to all "contact us" inquiries from District 04 website.

C. Alternate District 04 Committee Member Chair (Alternate DCMC).

1. Assist the DCMC to maintain an effective service structure throughout District 04.
2. Substitute for the DCMC when necessary.
3. Act as a signatory for District 04 bank account.
4. Encourage and assist DCMs and Standing Committee Chairs to develop leadership, knowledge, experience, and dedication to General Service work.
5. Organize and oversee all special events for District 04 and Area 09 when called upon.

D. Secretary

1. Maintain District 04 records and perform secretarial services.
2. Print and distribute the monthly District 04 Business meeting agenda.
3. Take the minutes of District 04 Business meeting. Present the minutes for approval at the next District 04 Committee meeting.
4. Provide a record of District 04 Executive Committee Meetings upon request.
5. When approved by District 04 Committee and corrections have been made, distribute and/or publish them on the District 04 website.
6. Maintain electronic copies of all District 04 minutes, agenda, and correspondence in good condition. Archived minutes should be kept and maintained on the District 04 website.
7. Notify all members of District 04 of each District 04 Business meeting via email and/or publishing on District 04 website.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

E. Treasurer

1. Maintain District 04 funds securely, keeping accurate permanent records of District 04 funds disbursement. Archived reports should be kept and maintained on the District 04 website.
2. Validate contributing Group names and registration number with the Registrar.
3. Maintain a record of monthly and cumulative contributions to District 04 using the Group's name and registration number over the course of the panel.
4. Acknowledge group or individual cash, checks, or electronic contributions to District 04 promptly by receipts to the contributors.
5. Make a copy of the Treasurer's report available to District 04 Committee meetings for review.
6. Provide the Secretary with a copy of the approved Treasurer's Report.
7. Pass the basket for coffee & refreshments contributions at each monthly business meeting.
8. Ensure that all ongoing District 04 expenses are paid on time.
9. Maintain and update the District 04 bank account signature cards and ensure that the DCMC, Alternate DCMC, and the Treasurer are signatories on the District 04 bank account.
10. Maintain custody of the Treasurers records, bank statements, check register, District 04 self-addressed envelopes, other Treasurer's supplies, and the key to the District 04 Post Office Box.

F. Registrar

1. Maintain accurate records of District 04 officers, District 04 Groups, and GSRs including name, address, email address, and telephone number.
2. Coordinate with DCMs, the GSR School Chair, Secretary, Treasurer, and GSRs to keep District 04 Group records current
3. Submit changes of Group/Officer information to the Area Registrar and/or GSO Records Department (whichever is current protocol).
4. Inform new GSRs of their Group name and number, as it is currently registered with the GSO Records Department.
5. Maintain attendance records at District 04 Committee meetings.
6. Maintain a confidential District 04 roster of members.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

Article VII. Duties of District 04 Committee Member (DCM) and Alternate District 04 Committee Member (Alternate DCM)

A. District 04 Committee Member (DCM)

1. Attend all District 04 business meetings.
2. Attend and Participate as a voting member of the Area Service Committee, and the Area Assembly.
3. Work toward full representation of all the Groups in the Sub-District 04.
4. Support GSRs in their Sub-District 04s to fulfil their service commitments and encourage them to attend the monthly District 04 Business meeting.
5. Assist the District 04 Registrar in obtaining current Group information
6. Visit Groups in the Sub-District 04 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.
7. Upon rotation of commitment, ensure an orderly transfer of responsibilities to the incoming DCM.

B. Alternate District 04 Committee Member (Alternate DCM)

1. Assist the DCM to maintain an effective service structure throughout the Sub-District 04.
2. Act in the absence of the DCM to assure continuity and support for GSRs and Groups in the Sub District 04.
3. Attend all District 04 Business meetings.
4. Act as service sponsor for your replacement to ensure an orderly transfer of responsibilities.

Article VIII. Duties of Standing Committee Chair

A. Common Duties: All District 04 Committee Chairs Shall perform the following Common duties.

1. Attend all District 04 business meetings.
2. Act as service sponsor for your replacement to ensure an orderly transfer of responsibilities.

B. Archives Committee Chair.

1. Have the desire and availability to serve for two years.
2. Develop, maintain, and promote a District 04 Archives program and collect and maintain a historical record of collected District 04 A. A. material.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

3. Curate, maintain and preserve the District 04 historical records, memorabilia, tapes, videos, and any donated items from Groups and individual members.
4. Ensure the safe transfer of said historical records and donations, either physical or digital, to the MSCA 09 Archives repository.
5. Research or facilitate the research of archival material at the request of the DCMC.
6. Assist in coordination with the area 09 archives, the maintenance of the District 04 Archives inventory.
7. Serve as a liaison with the Area Archivist and the Area Archives Committee Chair.
8. Coordinate with the Harbor Area Central Office Archives chair in determining which archival items belong with the HACO Archives or the area archives.
9. Attend at least (2) MSCA 09 Archives Committee meetings per year.
10. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
11. Two years of sobriety is suggested.

C. Cooperation with the Professional Community (CPC) Committee Chair.

1. Have the desire and availability to serve for two years.
2. Form and maintain a District 04 CPC Committee comprised of GSRs and other interested members.
3. Set goals and objectives quarterly for the Committee to work on.
4. Plan and oversee the execution of CPC projects extending the hand of AA to professionals whose clients may be alcoholics.
5. Provides status reports to District 04 on CPC projects and activities – when called upon to do so.
6. Attend all District 04 Business Meetings.
7. Attend at least (2) MSCA 09 CPC Committee meetings per year.
8. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
9. Two years of sobriety is suggested.

D. Finance Committee Chair.

1. Have the desire and availability to serve for two years.
2. Coordinate with the District 04 Treasurer to obtain District 04 financial data for use in financial planning.
3. Maintain monthly Bank statements and archive in secure folder
4. Prepare and present biannual and annual financial reports to District 04 showing actual income/expense vs budget for the reporting period

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

5. Prepare the annual District 04 budget to be presented in November and approved in December.
6. Attend at least (2) MSCA 09 CPC Committee meetings per year.
7. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
8. Two years of sobriety is suggested.

E. Grapevine Committee Chair.

1. Have the desire and availability to serve for two years.
2. Form and maintain a District 04 Grapevine Committee made up of Group Grapevine Representatives (GVRs) and other interested members.
3. At District 04 meetings, inform GSRs of the availability of Grapevine products.
4. Provide Grapevine and “La Viña” subscription forms at each District 04 Committee meetings.
5. Provide Grapevine or “La Viña” copies and or subscriptions to individuals or groups as needed
6. Attend at least (2) MSCA 09 Grapevine Committee meetings per year.
7. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
8. Two years of sobriety is suggested.

F. GSR School Committee Chair.

1. Have the desire and availability to serve for two years.
2. Conduct monthly a brief orientation for New GSRs one-half hour before the District 04 business meeting or at an alternative time at a minimum several days before the District 04 meeting.
3. Introduce new GSRs during the District 04 business meeting.
4. Provide new GSRs with a copy of the current District 04 Guidelines and any other relevant material.
5. Attend all District 04 Business Meetings
6. Participate as a member of the MSCA 09 GSR School Committee and/or attend at least (2) Area 09 GSR School Committee meetings per year.
7. It is highly suggested that the New GSR School Chair have broad knowledge and understanding of the General Service Structure.
8. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
9. Two years of Sobriety and experience in General Service is suggested.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

G. Literature Committee Chair.

1. Have the desire and availability to serve for two years.
2. Become familiar with the contents 'of A. A. literature in order to be responsive to inquiries.
3. Encourage A. A. members to become acquainted with A. A. Conference-approved literature.
4. Inform District 04 members through displays and other suitable methods, of all available Conference approved literature, literature catalog, audiovisual material, and other special items. Develop and maintain literature for District 04 as needed.
5. Communicate suggestions regarding proposed additions or changes in Conference- approved literature and audiovisual material to the District 04, the Area, and the General Service Office.
6. Attend at lease (2) MSCA 09 Literature Committee meetings per year.
7. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
8. Two years of sobriety is suggested.

H. Public information (PI) Committee Chair.

1. Have the desire and availability to serve for two years.
2. Form and maintain a District 04 Public Information Committee comprised of GSRs and other interested members.
3. Set committee goals and objectives quarterly to plan, develop and execute PI projects that provide co-operation between Public Information entities (See PI Workbook) and Alcoholics Anonymous.
4. Provide status reports to the District 04 on PI projects and activities – when called upon to do so.
5. Attend all District 04 Business Meetings
6. Attend at least (2) MSCA 09 PI Committee yearly.
7. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
8. Two years of sobriety is suggested.

I. Corrections Chair

1. Have the desire and availability to serve for two years.
2. Form, maintain and facilitate a District 04 Corrections Committee made up of GSRs and interested members.
3. Encourage GSRs to promote Corrections Correspondence with their groups.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

4. Notify all interested in Corrections Correspondence that all contacts are made through General Service in New York. At no time are home addresses given out to anyone.
5. Pre-Release Contact
 - a. Be the contact point for GSO for persons in custody placement in prerelease contacts for persons in custody being paroled in District 04.
 - b. Obtain contact information and names of groups willing to take in parolees into their groups upon release.
 - c. Send inmate information on groups willing to take them in as members after release and provide with personal contact information when provided.
6. General Service Office Maintain open communications with the corrections desk at the General Service Office (GSO).
7. Attend at least (2) MSCA 09 Corrections Committee meetings per year.
8. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.
9. Two years of sobriety is suggested.

J. Treatment Facilities Chair

1. Have the desire and availability to serve for two years.
2. Form, and maintain a Treatment Committee made up of GSRs and other interested District 04 members.
3. Set Committee goals and objectives quarterly and oversee Treatment Facilities outreach.
4. Co-ordinate temporary group member contact information for inpatients being released.
5. Arrange the purchase and distribution of AA Literature for these groups and meetings.
6. Make information about AA's function and purpose available to Treatment staff.
7. Seek to understand, respect, and adhere to all Treatment Facility regulations.
8. Co-ordinate with Hospitals and Institutions (H & I) and Facility administrations to take AA meetings into Treatment Facilities within the District 04.
9. Encourage District 04 GSRs to inform their groups of the Treatment Facilities' Bridging the gap Program.
10. Provide status reports to the District 04 on Treatment Facilities projects and activities – when called upon to do so.
11. Attend all District 04 Business Meetings.
12. Attend at least (2) MSCA 09 Treatment Committee meetings per year.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

13. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.
14. Two years of Sobriety is suggested.

K. LGBTQ Committee

1. Have the desire and availability to serve for two years.
2. Attend all District 4 business meetings.
Form, maintain, and facilitate a District 4 LGBTQ committee comprised of all District 4 and/or Alcoholic Anonymous members.
3. Reach out to LGBTQ community organizations to extend the hand of Alcoholics Anonymous should they so need it.
4. Encourage group participation and membership to serve on the LGBTQ committee.
5. Purchase and distribution for local LGBTQ community organizations.
6. Participation in the LGBTQ events in the community.
7. Develop LGBTQ literature in service of the Long Beach LGBTQ community.

L. Website Committee Chairperson(s) or Co-Chairpersons – (no more than 2):

1. Schedules monthly committee meetings and creates and distributes agendas for the meetings.
2. Chairs monthly committee meetings and/or teleconferences.
3. Is responsible for filling committee positions until a more streamlined transfer of service positions is created by the committee.
4. Attends District 04 Service Committee meetings and reports on committee's activities to District 04.
5. Keeps committee aware of information from District 04 Service Committee meetings.
6. Creates and maintains a budget for the committee. Works with other special service committee chairs and District 04 officers to obtain and distribute service material and maintain communication between the web committee and other service committees and area officers.
7. Disseminates information about the website and obtains feedback from District 04 AA members.
8. Ensures that the website committee performs its responsibilities according to committee guidelines and to AA traditions.
9. Ensures that domain name and hosting fees are paid each year.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

M. International Convention Liaison Committee Chair

1. Attend all Area International Convention meetings and report back to District 04 on these activities.
2. Have the desire and availability to serve for two years
3. Maintain International Convention activity within District 04.
4. Become knowledgeable about International Convention matters.
5. Promote attendance at the Alcoholics Anonymous International convention.
6. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
7. Two years of sobriety is suggested

N. Special Needs and Accessibility Committee Chair

1. Have the desire and availability to serve for two years
2. Attend Area Special Needs Committee meetings and report back to District 04 on these activities.
3. Form, maintain, and facilitate a District 04 Special Needs Committee made up of GSRs and other interested members.
4. Encourage GSRs to establish and maintain a Visitor Group for the home and hospital- bound AA members of their group.
5. Promote Loners and Internationalists programs.
6. Assist groups to meet the needs of members who are blind or visually impaired; deaf or hard of hearing; chronically ill or home-bound; and those who are physically or developmentally disabled and any other special needs.
7. Ensure that accurate information is provided to local and national directories concerning wheelchair accessibility.
8. Encourage GSRs to make their Groups aware of the Special Needs program.
9. Act as a service sponsor to the incoming chair to ensure an orderly transfer of responsibilities.
10. Two years of sobriety is suggested

Article IX. Duties of Coordinate Committee Chairs

A. Hospital and Institution (H&I) Committee Chair

1. Have the desire and availability to serve for two years.
2. Attend all local H&I monthly meetings and report back to District 04 as called upon to do so.
3. Maintain activity in local H&I projects and or events.
4. Coordinate any activities between District 04 and local H&I activities that are required.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

5. Attend all District 04 Business meetings.
6. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.
7. Two years of Sobriety is suggested.

B. Harbor Area Service Committee Liaison Responsibilities

1. Have the desire and availability to serve as HASC liaison for two years.
2. Attend all Harbor Area Service Committee meetings and report back to District 04 on HASC activities, projects and/or needs.
3. Maintain activity in District 04 and Intergroup projects.
4. Co-ordinate any activities between District 04 and Intergroup.
5. Attend all District 04 Business Meetings.
6. Act as a Service Sponsor during service position rotation – to ensure an orderly transfer of responsibilities.
7. Two years of Sobriety is suggested.

C. Young People in Alcoholics Anonymous (YPAA) Committee Chair

1. Have the desire and availability to serve for two years
2. Attend all District 04 Committee meetings.
3. Maintain activity in local YPAA projects in District 04.
4. Keep current on any local YPAA activities and or events and report back to District 04.
5. Coordinate any activities between District 04 and local YPAA.
6. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.
7. Two years of Sobriety is suggested.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

ARTICLE X. ADMINISTRATION

- A.** District 04 Business meetings shall be held virtually and/or in person the first Wednesday of every month at 7pm.
- B.** The District 04 Steering Committee (comprised of the five District 04 Officers) shall meet in person and/or virtually at least one week before every Business meeting.
- C.** For District 04 each panel is of a two-year duration and commences in each even year (in correspondence with the MSCA 09 calendar).
- D.** All service positions, including the DCMC and Alternate DCMC are two years in duration and begin in each even year.
- E.** As it is the DCMC's responsibility to attend the biannual AA Forum, expenses for said event are to be assumed by District 04 (budget Permitting). These include: airfare and/or all transportation costs, hotel stay at the Host and or approved satellite hotel for the duration of the event and a per diem sufficient to cover all meals and/or Forum events.
- F.** PRAASA expenses for the DCMC and the Alt. DCMC shall be assumed by District 04. These include airfare and/or all transportation costs, a 3 night stay in in the Host and or approved satellite Hotel, the PRAASA Banquet, and a per diem sufficient to cover all other meals.
- G.** It is District 04's responsibility to host, plan and assist in the execution of Area 09 ASCs, Assemblies and Special Events when called upon to do so by the Area 09 calendar. District 04 may be called upon by Area 09 to contribute to the expenses of these events and should budget accordingly.
- H.** In March of each even year, it is suggested that the DCMC appoint an Ad Hoc Audit committee to review and audit District 04's Finances. This committee shall be independent of the Finance Committee and District 04 Treasurer.

Article XI. Ratification, Amendment, Revision and Suspension

A. Ratification.

District 04 Guidelines shall become effective immediately upon affirmative vote by two-thirds of District 04 membership present.

MID SOUTHERN CALIFORNIA AREA 09 DISTRICT 04

B. Amendment.

These guidelines may be amended as follows:

1. All proposed amendments must be in writing and submitted to the DCMC who will give them to District 04 Steering Committee.
2. The proposed amendment shall be presented to a District 04 Committee meeting no later than two months after receipt by the DCMC.
3. Prior to presentation to District 04 Committee meeting, the Steering Committee shall provide opportunity for GSRs and other District 04 members to become fully informed on the proposed amendment
4. Upon affirmative vote by two thirds of the District 04 present - the proposed amendment becomes a part of the District 04 Guidelines.

C. . Revision

1. It is suggested that the DCMC shall appoint an Ad Hoc Guidelines Committee in March of odd years to review and/or revise the Guidelines.
2. It is suggested that all revisions and/or amendments brought forward by the Ad Hoc Committee shall be presented to District 04 Body no later than August for ratification by two thirds of membership present, in September.

D. Suspension.

Upon agreement by three-fourths of District 04 membership, present and voting, these guidelines, or any part thereof may be suspended temporarily if deemed necessary.