

## **District 1 – Pinellas County, Florida**

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### **Book of Current Practice**

## **District 1 General Services Overview**

### **The Book of Current Practices**

This book is intended to document the way we currently handle issues as expressed by the voting of the District 1 body. This contains the date, cross reference (replace with Motion) number and text of all motions that were passed by the District 1 body and which have an on-going effect (vs. motions that had a one-time effect when they were passed). This Book contains only those Motions that are currently in force. Archived, rescinded, and one-time motions remain in the Book of Motions with updated status noted.

The Book of Current Practices is organized by broad categories, such as District Officers, and subcategories, such as Chairperson. There is a Table of Contents that shows the page where the Motions for each sub-category start. For example, DCMs are listed under the broad category "Other Servants." Passed Motions which affect DCMs would be found by looking in the Table of Contents under that subcategory "DCMs." If a Motion, such as one relating to "Attendance," also affects others besides DCMs, it would also be found under the other appropriate sub-category, such as Standing Committees: "Attendance."

**\*See the Book of Motions for complete list of motions presented at District 1 since June 1987.**

**\*See Legacy of Service for a narrative of experience of a particular District Officer or for a particular Standing Committee.**

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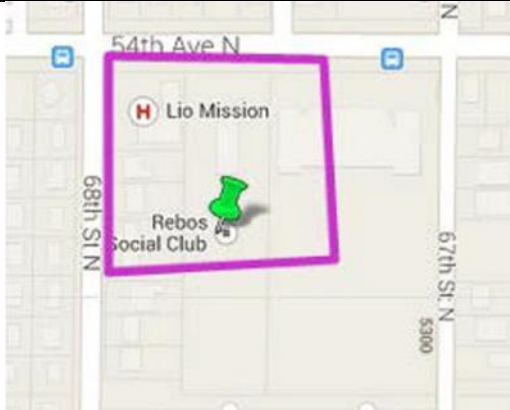
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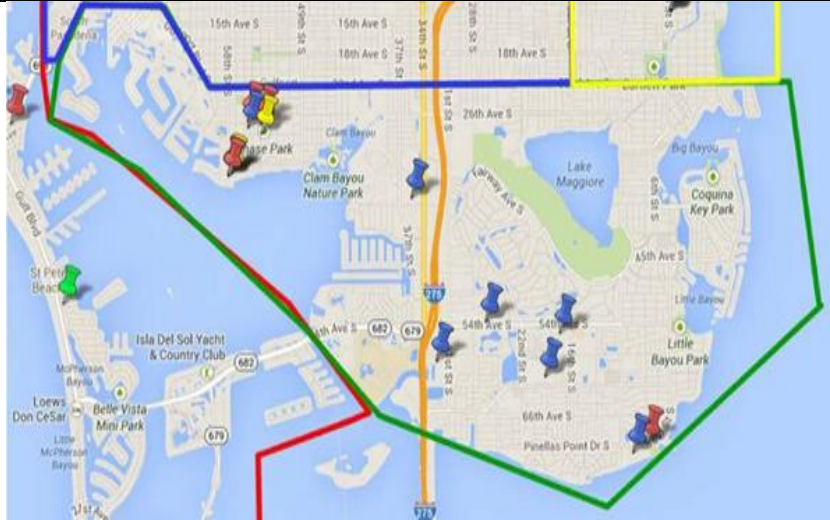
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# District 1 – Book of Current Practices

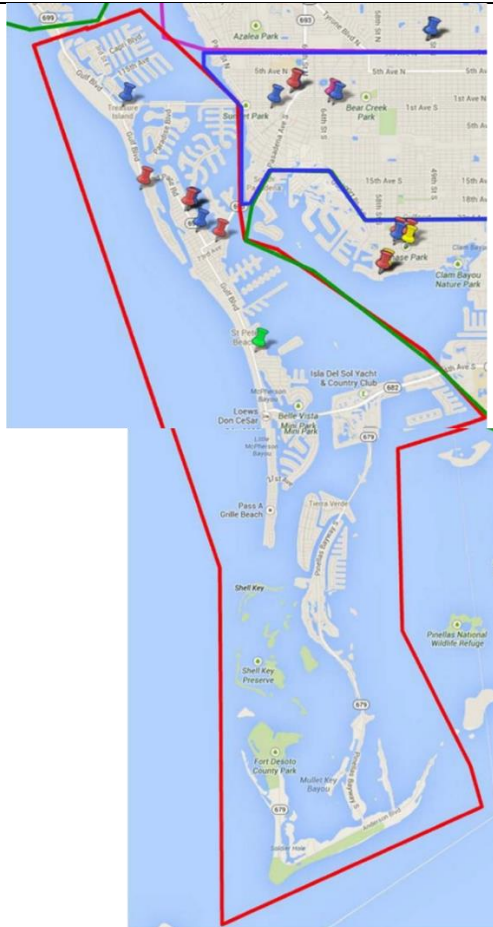
## A. District Committee

<u>Motion #</u>	<u>Date</u>	<u>Motion</u>
		<b>1. COMPOSITION</b>
2700	06/16/20	D1 allows all D1 Committee members (D1 Committee members defined per motions 1210 and 2510) to have a vote in all D1 elections.
1210	11/17/20	The District 1 (D1) Committee is comprised of the GSRs, DCMs, D1 Standing Committee Chairpersons, (in their absence, their Alternates), and the D1 Officers. *Amended, motion 2840 dated 11/17/20 removed Annual Committees.
2510	06/16/20	Standing Committees are defined as: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Literature, Public Information/ Cooperation with The Professional Community, Treatment, Website.
2840	11/17/20	District 1 Annual Committee Chairpersons are not eligible to vote.
		<b>2. SCOPE AND POLICY</b>
670	03/13/93	D1 Standing Committee Chairpersons and District 1 Officers have a vote at District 1 General Service Business meetings. With the exception of the D1 Chairperson, and in the absence of the Chairperson, the Alternate Chairperson. (One person one vote regardless of number of positions a person holds.)
960	03/14/98	In all elections, a person has only one vote (1) regardless of the number of positions they hold. All persons must be present to vote. No voting member of D1 is allowed to hold more than one position that carries a vote. Amended by motion 2500 dated 11/11/19, added last sentence.
970	03/14/98	District Officers are elected by the current GSRs, DCMs, Committee Chairs, or their Alternates in their absence, and current District Officers.
2700	06/16/20	D1 allows all D1 Committee members (D1 Committee members defined per motions 1210 and 2510) to have a vote in all D1 elections.
1210	11/17/20	The District 1 (D1) Committee is comprised of the GSRs, DCMs, D1 Standing Committee Chairpersons, (in their absence, their Alternates), and the D1 Officers. *Amended, motion 2840 dated 11/17/20 removed Annual Committees.
2510	06/16/20	Standing Committees are defined as: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Literature,

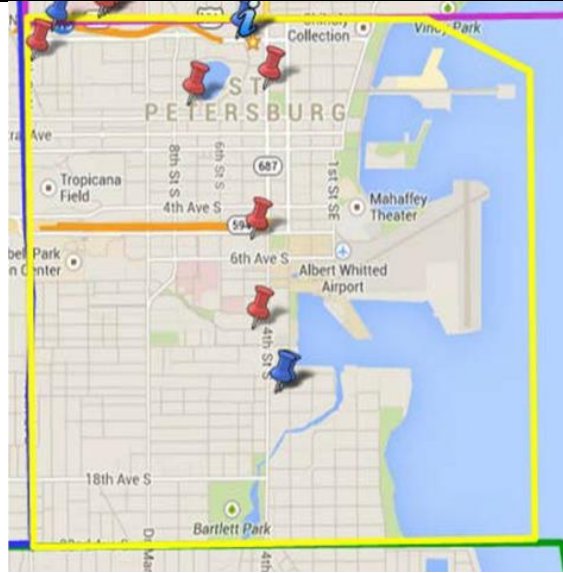
		Public Information/Cooperation with The Professional Community, Treatment, Website.
2840	11/17/20	District 1 Annual Committee Chairpersons are not eligible to vote.
720	12/11/93	Line of succession of D1 Officers, in case of unexpected absence of Chairperson or Alternate Chairperson at the South Florida Assemblies and/or District meeting: Registrar, Treasurer, Secretary.
850	12/14/96	If a DCM is considered resigned, the ACM will become the DCM.
2730	08/18/20	Elections of D1 Officers, DCMs and ACMs shall be done using third (3rd) legacy procedure. In the spirit of rotation, no Officer, DCM, ACM or Standing Committee Chairperson who has served a <b>full term</b> can stand for the exact same position consecutively, (i.e., a DCM cannot stand for re-election as a DCM in any subdistrict; however, a Standing Committee Chairperson can stand for Chairperson on a different Committee).
1960	11/19/19	If any D1 Standing Committee does not elect a Chairperson and such position remains vacant for three months (3), then the D1 Committee Chairperson may appoint a Chairperson. <b>Amended by motion 2500 dated 11/19/19.</b>
2390	09/18/18	Accept proposed new boundary lines, redistribution of groups, and creation of a new subdistrict as presented. See maps below.
		 <p><b>Subdistrict 01</b></p>



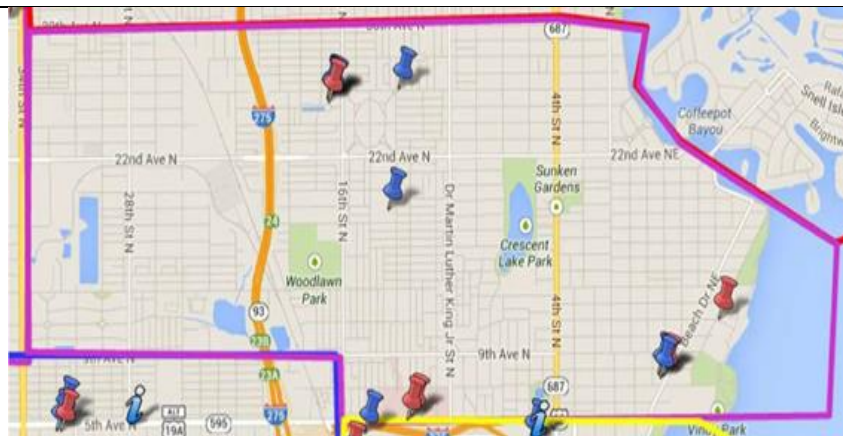
**Subdistrict 02**



**Subdistrict 03**

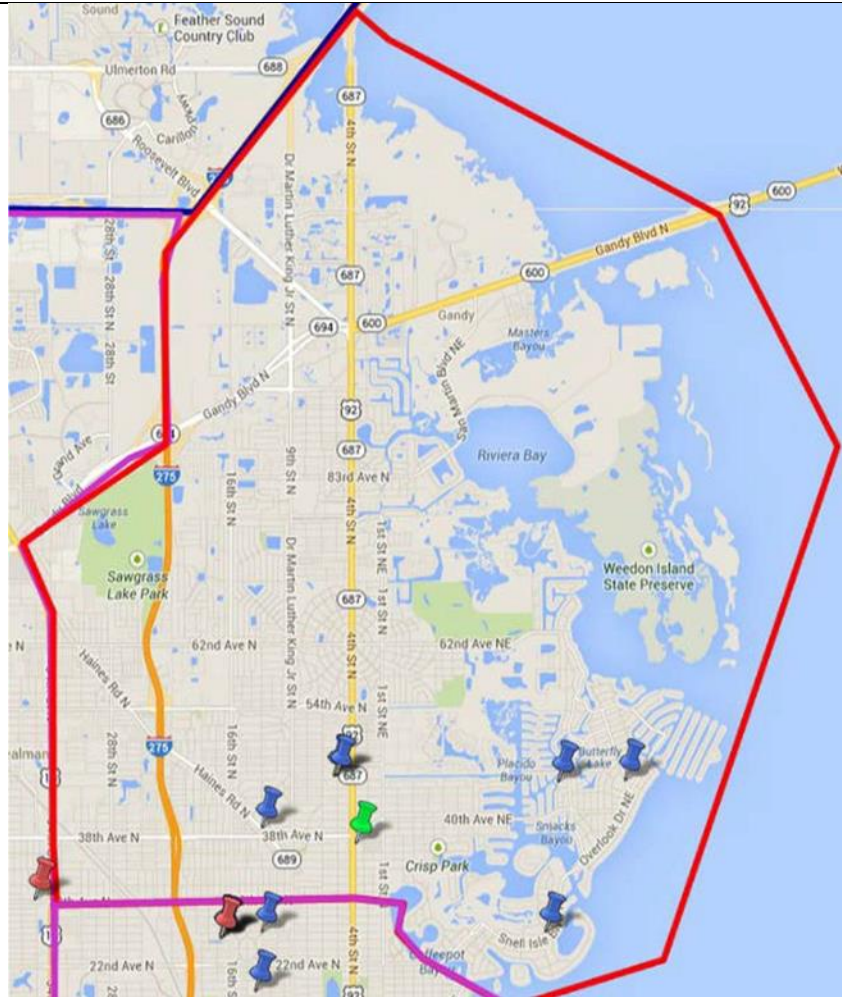


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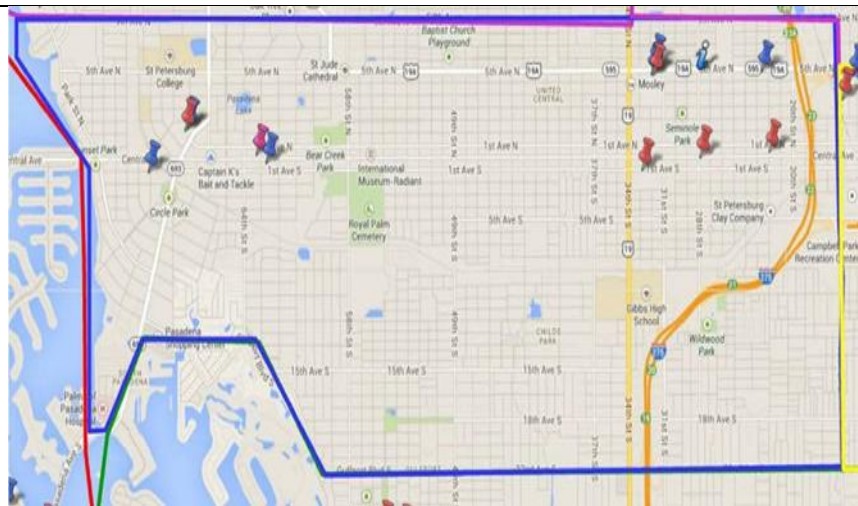


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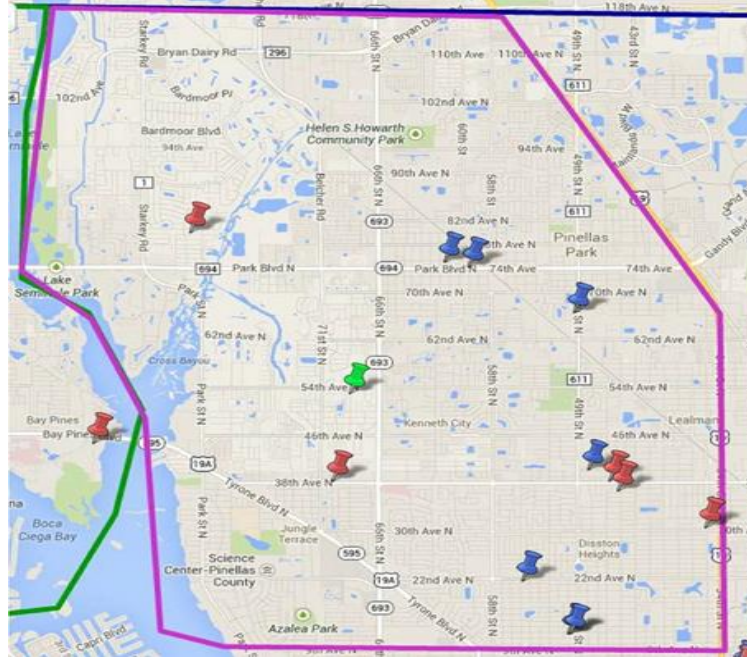




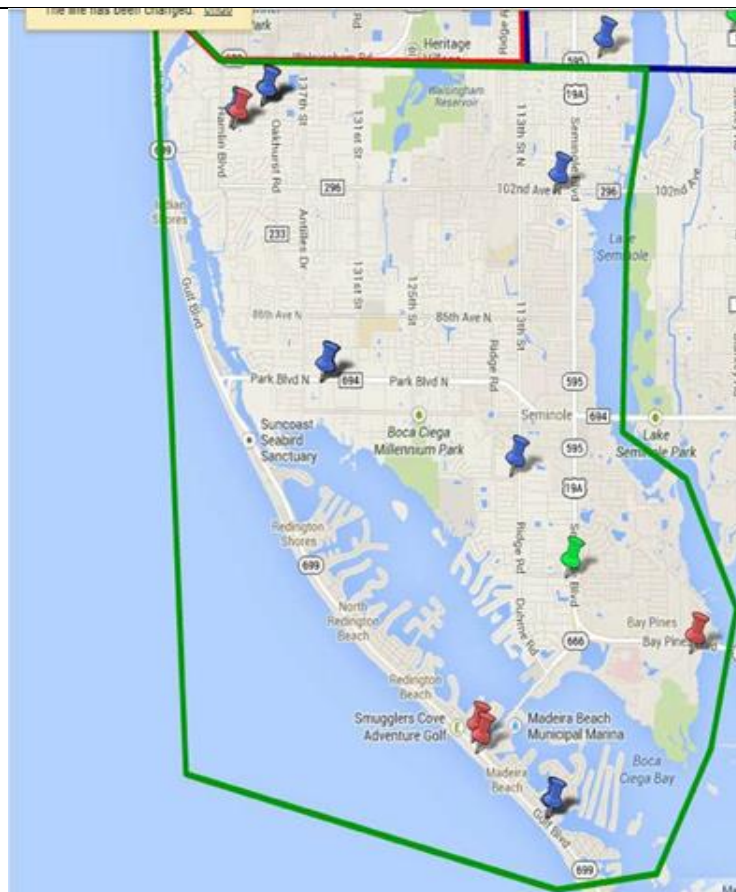
**Subdistrict 06**



**Subdistrict 07**

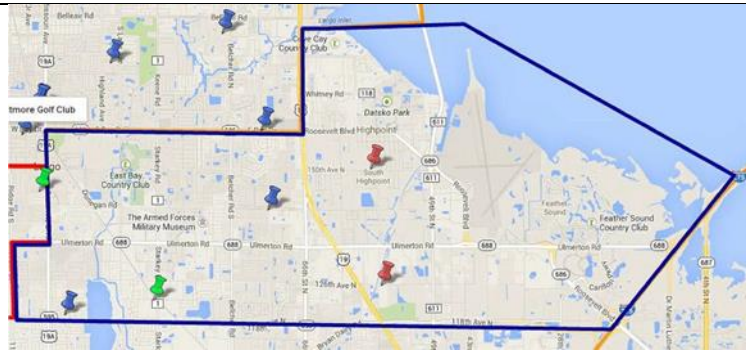


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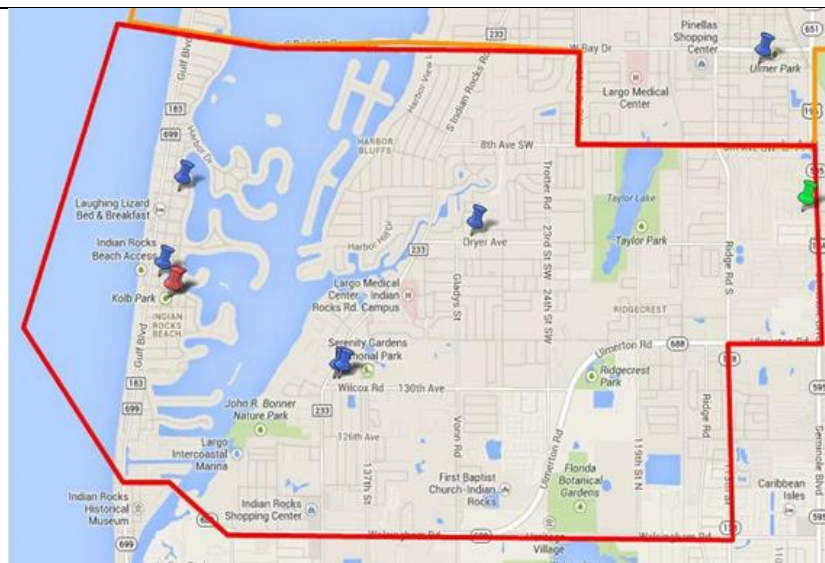


**Subdistrict 09**

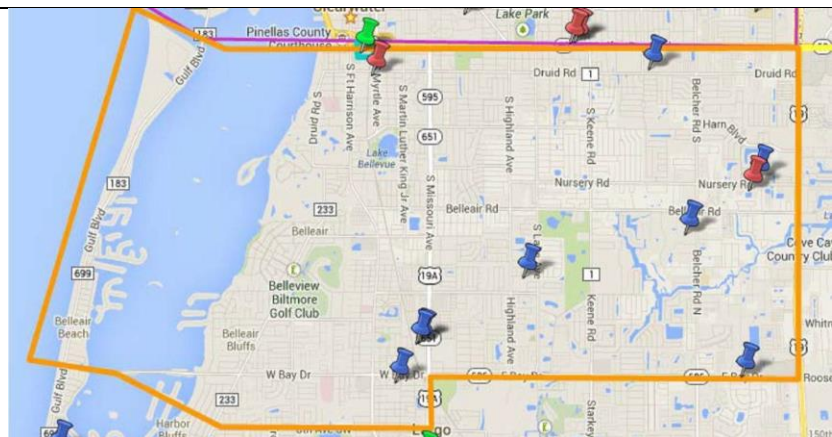




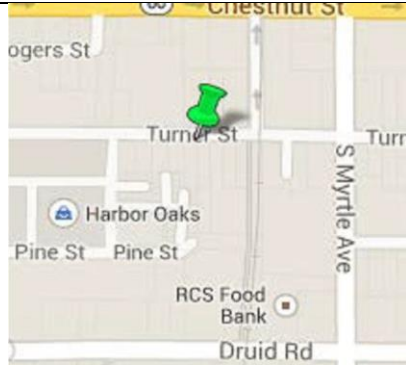
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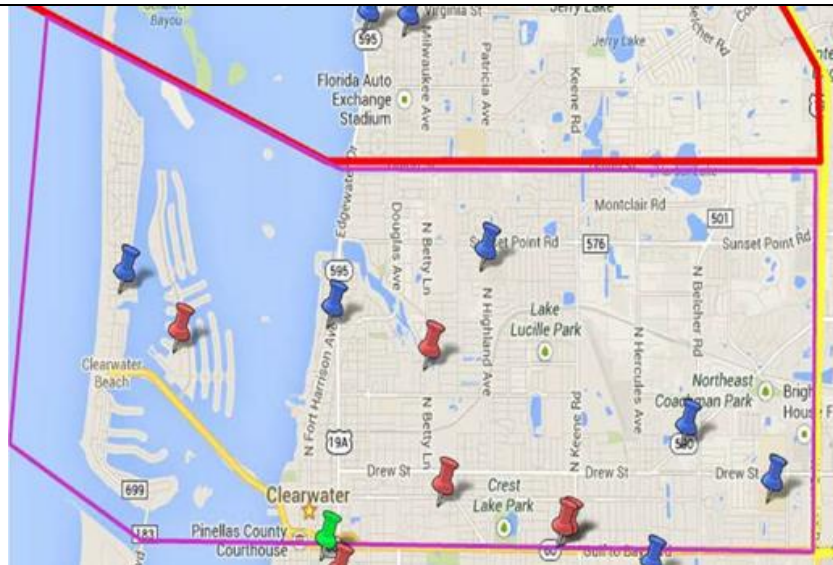
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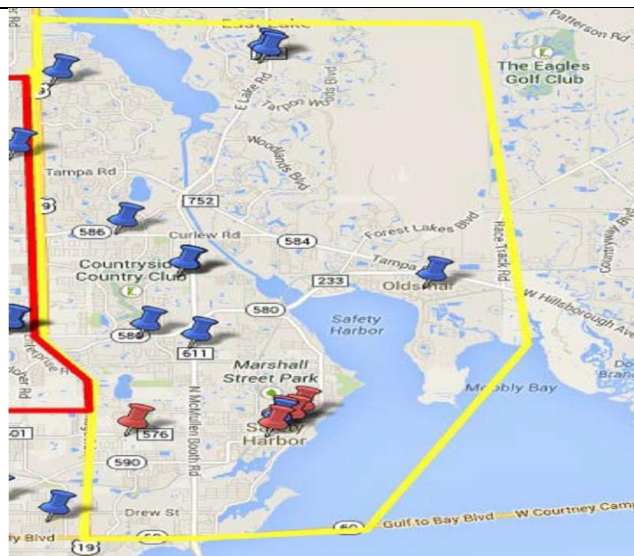
**Subdistrict 12**



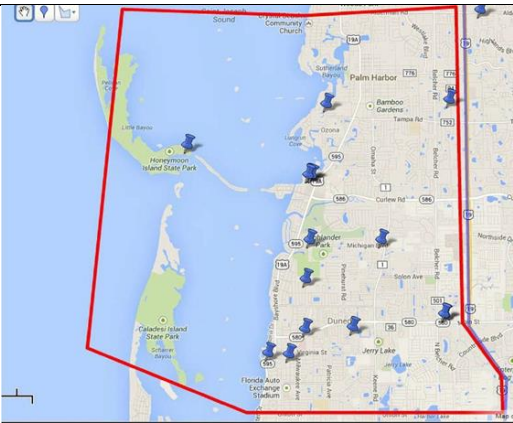
**Subdistrict 13**



**Subdistrict 14**



**Subdistrict 15**

		 <p><b>Subdistrict 16</b></p>
2760	09/15/20	<p>A DCM with two (2) unexcused consecutive absences from the District 1 (D1) Business Meeting, D1 DCM sharing sessions, D1 Officer meetings, or South Florida Area 15 (A15) quarterlies will be considered resigned and removed from D1 registration and notification formats. An excused DCM absence is obtained by notification to the D1 Chairperson or D1 DCM Coordinator. D1 Officers or D1 Standing Committee Chairpersons are to comply with the same resolution of attendance required of DCMs. An excused Officer or Standing Committee Chairperson is obtained by notification to the D1 Chairperson or D1 Registrar. Required Area 15 (A15) Quarterly attendance for D1 Standing Committee Chairpersons shall be the Saturday business meeting/workshop of their respective A15 Standing Committees and therefore are not required to attend the Sunday A15 General Service (GS) Business Meeting.</p>
2240	12/12/15	<p>Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b></p>
2540	10/15/19	<p>To establish practice of having an Officers/DCM/Committee Chairpersons' meeting on a bimonthly basis, amended to include: this meeting be in lieu of the DCM sharing workshops, prior to the District Business meeting.</p>

2600	07/21/20	<p>District 1 (D1) Chairperson position description.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• <b>Sets the D1 General Service (GS) Business Meeting agenda. The D1 agenda incorporates submitted motions, elections, and new business topics.</b></li> <li>• <b>Generally, the agenda reporting format alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of the General Service Conference (GSC) Agenda items.</b></li> <li>• <b>Submits completed agenda to the D1 Secretary within 7 days of monthly meeting for distribution to the body and posting on the D1 Webpage.</b></li> <li>• <b>Presides over the D1 GS Business Meeting, making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.</b></li> <li>• <b>Presents an oral report and submits a written copy of the report to the D1 Secretary within two days, for inclusion in the minutes.</b></li> <li>• <b>Sets agenda for the bi-monthly D1 Officers, D1 Standing Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.</b></li> <li>• <b>Presides over the D1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.</b></li> <li>• <b>Coordinates D1 activities with Officers, Committee Chairs, and DCMs.</b></li> <li>• <b>Serves as Ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a quarterly basis.</b></li> <li>• <b>Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by D1 Current Practices.</b></li> <li>• <b>Appoints the Finance Committee Chairperson. Is a member or the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.</b></li> <li>• <b>Is a member of the Current Practices Committee, attends the monthly meeting and has a voice, but not a vote. In order to promote continuity, it is highly recommended that</b></li> </ul>
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		<p>the outgoing D1 Chairperson serves as the Current Practices Chairperson on the forthcoming District 1 Panel.</p> <ul style="list-style-type: none"> <li>• Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming District 1 activities and/or input on issues.</li> <li>• Annually, provides the following list of scheduled meetings to the D1 Website Committee for posting on the D1 Website. Area 15 (A15) Assemblies, D1 GS Business Meetings, Officers/DCMs/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and D1 Annual Events.</li> <li>• <b>Serves as the primary point of contact for the A15 South Florida Chairperson.</b></li> <li>• Facilitates communication between A15 and D1.</li> <li>• Attends the A15 South Florida Assemblies. Gives a verbal report focused on D1 activities at the A15 GS Business Meeting. Provides a hard copy of that report to the A15 Secretary for inclusion in the minutes.</li> <li>• Provides the A15 Registrar with Assembly sign-in sheets and reports the total D1 vote count at A15 Business Meeting.</li> <li>• Responsible for setting a date and time for Delegate's Report to the District.</li> <li>• Appoints a D1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.</li> <li>• Authorizes D1 expenditures up to \$100; with the approval of 2 other officers, up to \$300. Expenditures authorized under this resolution will be reported to the next D1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the D1 Committee. Prepares an annual budget request for funds (RFF) for proposed Chairperson expenses and submits the completed form to the Finance Committee and District Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</li> </ul>
2350	02/18/18	Change the Book of Current Practices to reflect changes coinciding with District 1 monthly meeting format.
1200	09/12/98	A two-thirds (2/3) vote of the body is required to rescind an action approved by the body.

1230	09/12/98	All members of the District 1 Committee have a vote on motions and can make a motion.
1350	09/11/99	Standing and or annual Committee may present floor motions that require no second.



## B. Finance and Reimbursement

		<b>1. DISTRICT MEETING</b>
2260	06/11/16	In the pursuit of financial transparency, all District 1 Standing Committees will <b>provide receipts</b> for all expenditures of District 1 funds.
2240	12/12/15	Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b>
2600	07/21/20	<p>District 1 (D1) Chairperson position description.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the D1 General Service (GS) Business Meeting agenda. The D1 agenda incorporates submitted motions, elections, and new business topics.</li> <li>• Generally, the agenda reporting format alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of the General Service Conference (GSC) Agenda items.</li> <li>• Submits completed agenda to the D1 Secretary within 7 days of monthly meeting for distribution to the body and posting on the D1 Webpage.</li> <li>• Presides over the D1 GS Business Meeting, making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.</li> <li>• Presents an oral report and submits a written copy of the report to the D1 Secretary within two days, for inclusion in the minutes.</li> <li>• Sets agenda for the bi-monthly D1 Officers, D1 Standing Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.</li> <li>• Presides over the D1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.</li> <li>• Coordinates D1 activities with Officers, Committee Chairs, and DCMs.</li> <li>• Serves as Ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a quarterly basis.</li> </ul>

		<ul style="list-style-type: none"> <li>• Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by D1 Current Practices.</li> <li>• Appoints the Finance Committee Chairperson. Is a member or the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.</li> <li>• Is a member of the Current Practices Committee, attends the monthly meeting and has a voice, but not a vote. In order to promote continuity, it is highly recommended that the outgoing D1 Chairperson serves as the Current Practices Chairperson on the forthcoming District 1 Panel.</li> <li>• Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming District 1 activities and/or input on issues.</li> <li>• Annually, provides the following list of scheduled meetings to the D1 Website Committee for posting on the D1 Website. Area 15 (A15) Assemblies, D1 GS Business Meetings, Officers/DCMs/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and D1 Annual Events.</li> <li>• <b>Serves as the primary point of contact for the A15 South Florida Chairperson.</b></li> <li>• Facilitates communication between A15 and D1.</li> <li>• <b>Attends the A15 South Florida Assemblies. Gives a verbal, 3-minute report focused on D1 activities at the A15 GS Business Meeting. Provides a hard copy of that report to the A15 Secretary for inclusion in the minutes.</b></li> <li>• Provides the A15 Registrar with Assembly sign-in sheets and reports the total D1 vote count at A15 Business Meeting.</li> <li>• Responsible for setting a date and time for Delegate's Report to the District.</li> <li>• Appoints a D1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.</li> <li>• <b>Authorizes D1 expenditures up to \$100; with the approval of 2 other officers, up to \$300. Expenditures authorized under this resolution will be reported to the next D1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the D1 Committee. Prepares an annual budget request for funds (RFF) for proposed Chairperson expenses and submits the completed form to the Finance Committee and District Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking</b></li> </ul>
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		<b>expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</b>
		<b>2. AREA 15 MEETINGS</b>
2460	07/16/19	That District funding for Assembly attendance be amended to pay for parking and travel up to \$50 per Quarterly event. Funded individuals can elect to stay or have travel and parking expenses reimbursed in conjunction with current practices regarding reimbursement/budgeting practice.
2950	06/15/21	District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930</b>
		<b>3. OPERATING ACCOUNT</b>
2460	07/16/19	District funding for Assembly attendance be amended to pay for parking and travel up to \$50 per quarterly event. Funded individuals can elect to stay or have travel and parking expenses reimbursed in conjunction with current practices regarding reimbursement/budgeting practice.
2640	07/21/20	<p>District 1 Treasurer position description</p> <ul style="list-style-type: none"> <li>• <b>Oversees the District 1 (D1) finances and maintains financial records of contributions, other income, and expenses.</b></li> <li>• <b>Oversees the District banking account(s) and maintains signature cards with the financial institutions.</b></li> <li>• A member of the D1 Finance Committee and attends monthly meeting.</li> <li>• Creates a financial report including bank reconciliation for review by the Finance Committee. Supports the Finance Committee in the preparation of the annual D1 Budget.</li> <li>• Attends the D1 GS Business Meeting. Line of succession of D1 Officers, in case of unexpected absence of D1 Chair or Alt. Chair at the South Florida Assemblies and/or District meeting: Registrar, Treasurer, Recording Secretary.</li> <li>• Responsible for making an informed vote on motions at D1 General Service Business Meetings.</li> <li>• Responsible for presenting the monthly financial report to the D1 body for approval. Submits a written copy of the report to the</li> </ul>

		<p>Secretary within 2 days following the D1 General Service Business Meeting for inclusion in the minutes.</p> <ul style="list-style-type: none"> <li>• Collects and accounts for the D1 Business Meeting contributions from the basket and virtual basket, and deposits them into the D1 bank account.</li> <li>• Responsible for retrieving group contributions letters from the D1 P.O. Box.</li> <li>• Creates a record of contributions.</li> <li>• Deposits checks into the D1 bank account. Creates and sends receipts back to groups.</li> <li>• <b>Responsible for the D1's expense management and reimbursement as determined by D1 Current Practices and within the annual budget.</b></li> <li>• Collects and maintains expense reports, verifies included receipts, creates a record of the expenses, tracks expenses against individual budgets and quarterly allowance, and then issues funds.</li> <li>• Attends South Florida A15 Assemblies for participation in the Area 15 Treasurer's meetings and Finance Committee meetings. Facilitates reimbursement of budgeted expenses for D1 servants who have been identified as funded positions by D1 Current Practices. Reimbursements will be made onsite, when possible.</li> <li>• Prepares an annual budget request for funds (RFF) for proposed Treasurer's expenses and submits the completed form to the Finance Committee for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to for all reimbursable expenses.</li> </ul>
2240	12/12/15	<p>Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b></p>
2590	07/21/20	<p>District 1 create a budgeted Finance Committee. The purpose of the Committee is to ensure that all District monies are put to the highest and best use, provide transparency of district money management and audit Treasury reports for accuracy before reports are published. The Finance Committee will also prepare the budget with input from all Committee Chairs and District officers. The Committee is charged with preventing waste, misuse and fraud, setting guidelines and procedures for the Treasurer and communicating with and responding to all members in a</p>

		timely manner. Chairperson of the Finance Committee be appointed by the District 1 Chairperson and approved by the body. Prepares an annual budget/request for funds (RFF) for proposed Committee expenses. Once approved, is responsible for monitoring, managing and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.
2880	02/16/21	<b>D1 Intergroup Liaison be funded to attend the South Florida A15 Quarterly Assemblies for one's night's lodging and mileage at the current reimbursement rate. The D1 Intergroup Liaison will be required to attend the Saturday Intergroup/Central Office meeting to receive reimbursement.</b> The D1 Liaison will be held to the same attendance requirements for both D1 General Service Business Meetings and A15 Quarterlies as Officers, DCMs and Standing Committee Chairpersons.
2920	04/202/21	<p>1.To allow ELYK Innovation LLC to perform site design work with a scope to complete the <u>redesign and consolidation</u> of both the D1 Archives and D1 main sites into a single, updated, manageable website that addresses the needs of both.</p> <p><b>2.Request an ongoing hosting and support budget for the new website of \$100.00 per month for services to include monthly hosting, 99.9% uptime guarantee, daily backups with 7-day history, all monthly WordPress updates, one hour of additional maintenance time to use as we need per month, Word Fence Security, Google Analytics, ADA Compliance, and SSL certificate.</b></p> <p>3.Identify the web committee members that will work directly to communicate the requirements for the new site based on District input and ideas to modernize and make all information easily accessible to AA members in our District.</p> <p>4.Officially recognize the D1 Chairperson, in collaboration with the D1 Website Chair, as being in charge of content management post site completion.</p>
2930	5/18/21	The District Treasurer shall maintain two (2) bank accounts in the name of District 1 General Service. One of these accounts will be a checking account for operational purposes, and the other will be a form of savings account for prudent reserves. The Treasurer will be the controlling owner on the account, and the Alt Treasurer and District Chairperson will be signatories on the account. The Treasurer and Alt Treasurer may have debit cards for the account, but must maintain records for every transaction on those cards. The District shall have no credit products such as loans or credit cards, and shall not open any risk bearing accounts such as stocks, CDs, or Crypto currencies. The Treasurer may also choose to utilize a peer-to-peer money sharing app to collect for the 7th Tradition at the District Business Meeting or other events, which don't require receipts for contributions.

		<p>Each year in December, the Treasurer shall conduct end of year closeout and provide a prudent reserve analysis to support attempt to adjust the prudent reserve balance to equal roughly four (4) months average expenses of the next years approved budget. If there are excess reserves, they should also be returned to the operating account. This number would be determined by taking the approved budget for the following year (All RFFs including potential travel expenses), dividing it by twelve (12) and multiplying that number by four (4). During the course of the year, if any portion of the prudent reserve is drawn upon (transferred out of the savings account) the Treasurer shall promptly notify the finance committee and report the transfer to the body at the next business meeting.</p> <p>Each year In December, the District's Operating Account balance should be evaluated to determine if the district has excess funds. Excess funds would be any funds greater than six (6) months average expenses of the next years approved budget after the prudent reserve is adjusted. This number would be determined by taking the approved budget for the following year (All RFFs including potential travel expenses), dividing it by twelve (12) and multiplying that number by six (6). The Treasurer will notify the Finance Committee of any excess funds, and the finance committee will make the body aware of availability for special projects. The final decision of the use of funds will be determined by the District body. After the consideration of using funds locally has been exhausted by the District, the Finance Committee shall make a motion at the January D1 business meeting on suggested distributions to Intergroup, Area 15 and GSO.</p>
2950	06/15/21	<p>District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930</b></p>
2960	06/15/2021	<p>All positions that require District 1 (D1) funding must have a Request for Funding (RFF) submitted to the Finance Committee prior to the July Finance Committee Meeting for review and incorporation into the D1 proposed budget for the upcoming year. All RFFs and the proposed D1 budget will be to be presented the D1 body for review and discussion at the September D1 General Service Business Meeting. The proposed D1 budget will be presented for approval at the October D1 General Service Business Meeting.</p>

		<b>4. NON-BUDGETED EXPENDITURES</b>
2600	7/21/20	<p>District 1 Chairperson position description.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the District 1 (D1) General Service (GS) Business Meeting agenda. The D1 agenda incorporates submitted motions, elections, and new business topics.</li> <li>• Generally, the agenda reporting format alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of Conference Agenda items.</li> <li>• Submits completed agenda to the D1 Secretary within 7 days of monthly meeting for distribution to the body and posting on the D1 Webpage.</li> <li>• Presides over the D1 GS Business Meeting making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.</li> <li>• Presents an oral report and submits a written copy of the report to the D1 Secretary within two days, for inclusion in the minutes.</li> <li>• Sets agenda for the bi-monthly D1 Officers, Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.</li> <li>• Presides over the D1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.</li> <li>• Coordinates D1 activities with Officers, Committee Chairs, and DCMs.</li> <li>• Serves as Ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a quarterly basis.</li> <li>• Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by District 1 Current Practices.</li> <li>• Appoints the Finance Committee Chairperson. Is a member or the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.</li> <li>• Is a member of the Current Practice Committee, attends the monthly meeting and has a voice, but not a vote. In order to promote continuity, it is highly recommended that the outgoing D1 Chairperson serves as the Current Practice Chairperson on the forthcoming District 1 Panel.</li> </ul>

		<ul style="list-style-type: none"> <li>• Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming D1 activities and/or input on issues.</li> <li>• Annually, provides the following list of scheduled meetings to the D1 Website Committee for posting on the District Website. Area 15 Assemblies, District 1 General Service Business Meetings, Officers/DCMs/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and District 1 Annual Events.</li> <li>• Serves as the primary point of contact for the Area 15 South Florida Chairperson.</li> <li>• Facilitates communication between Area 15 and District 1.</li> <li>• Attends the Area 15 South Florida Assemblies. Gives a verbal report focused on District 1 activities at the Area 15 General Service Business Meeting. Provides a hard copy of that report to the Area 15 Secretary for inclusion in the Minutes.</li> <li>• Provides the Area 15 Registrar with Assembly sign-in sheets and reports the total D1 vote count at Area 15 Business Meeting.</li> <li>• Responsible for setting a date and time for Delegate's Report to the District.</li> <li>• Appoints a District 1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.</li> <li>• <b>Authorizes District 1 expenditures up to \$100; with the approval of 2 other officers, up to \$300. Expenditures authorized under this resolution will be reported to the next District 1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the District 1 Committee. Prepares an annual budget request for funds (RFF) for proposed Chairperson expenses and submits the completed form to the Finance Committee and District Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</b></li> </ul>
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## C. District Business Meetings

		<b>1. WHEN</b>
2330	12/09/17	Change the District 1 General Service Business Meeting, effective January 2018, to the third Tuesday of each month.
		<b>2. WHERE</b>
2780	09/15/20	The District 1 General Service Business Meeting will meet virtually throughout 2021.
2980	07/20/21	D1 to conduct Business Meetings online for 2022.
		<b>3. PROCEDURES</b>
2600	07/21/20	<p>District 1 (D1) Chairperson position description. Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the D1 General Service (GS) Business Meeting agenda. The D1 agenda incorporates submitted motions, elections, and new business topics.</li> <li>• Generally, the agenda reporting format alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of the General Service Conference Agenda items.</li> <li>• Submits completed agenda to the D1 Secretary within 7 days of monthly meeting for distribution to the body and posting on the D1 Webpage.</li> <li>• Presides over the D1 GS Business Meeting, making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.</li> <li>• Presents an oral report and submits a written copy of the report to the D1 Secretary within two days, for inclusion in the minutes.</li> <li>• Sets agenda for the bi-monthly D1 Officers, D1 Standing Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.</li> <li>• Presides over the D1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.</li> <li>• Coordinates D1 activities with Officers, Committee Chairs, and DCMs.</li> </ul>

		<ul style="list-style-type: none"> <li>• Serves as Ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a quarterly basis.</li> <li>• Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by D1 Current Practices.</li> <li>• Appoints the Finance Committee Chairperson. Is a member or the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.</li> <li>• Is a member of the Current Practices Committee, attends the monthly meeting and has a voice, but not a vote. In order to promote continuity, it is highly recommended that the outgoing D1 Chairperson serves as the Current Practices Chairperson on the forthcoming District 1 Panel.</li> <li>• Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming District 1 activities and/or input on issues.</li> <li>• Annually, provides the following list of scheduled meetings to the D1 Website Committee for posting on the D1 Website. Area 15 (A15) Assemblies, D1 GS Business Meetings, Officers/DCMs/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and D1 Annual Events.</li> <li>• <b>Serves as the primary point of contact for the A15 South Florida Chairperson.</b></li> <li>• <b>Facilitates communication between A15 and D1.</b></li> <li>• Attends the A15 South Florida Assemblies. Gives a verbal report focused on D1 activities at the A15 GS Business Meeting. Provides a hard copy of that report to the A15 Secretary for inclusion in the minutes.</li> <li>• Provides the A15 Registrar with Assembly sign-in sheets and reports the total D1 vote count at A15 Business Meeting.</li> <li>• Responsible for setting a date and time for Delegate's Report to the District.</li> <li>• Appoints a D1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.</li> <li>• Authorizes D1 expenditures up to \$100; with the approval of 2 other officers, up to \$300. Expenditures authorized under this resolution will be reported to the next D1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the D1 Committee. Prepares an annual budget request for funds (RFF) for proposed</li> </ul>
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		Chairperson expenses and submits the completed form to the Finance Committee and District Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.
2000	12/08/07	That all new motions are submitted within 7 days from the present monthly in writing to the District for review, and then to be placed on the next upcoming District 1 meeting agenda.
1200	09/12/98	A two-thirds (2/3) vote of the body is required to rescind an action approved by the body.
2150	09/14/13	That all business meeting reports be submitted to the D1 Secretary in writing or by e-mail immediately after the report is given at the District business meeting and no later than two (2) days after the business meeting. Reports received after this time will not be included in the D1 minutes.
2010	12/08/07	That the D1 Business Meeting minutes and agenda be ready for mailing within 7 days of the monthly meeting with all updates made by that time.
1070	06/13/97	That Minutes be taken at all Officers/DCMs/Committee Chairs meetings by the Secretary. These should be available on request by any member of the District 1 Committee.
340	09/14/91	To read our Twelve Traditions in the short form, rather than the long form at D1 Business Meeting.
720	12/11/93	Line of succession of District Officers, in case of unexpected absence of Chairperson or Alternate Chairperson at the South Florida Assemblies and/or District meeting: Registrar, Treasurer, Secretary.
830	12/14/96	The March D1 monthly business meeting agenda will be a sharing session of the General Service Conference (GSC) agenda items for the A15 April Assembly. This gives GSRs an opportunity to learn the issues and have sufficient time to secure their group's conscience, so that they will be prepared to carry the information to the April Assembly.
1720	06/14/03	That all monthly business meetings of District 1 close with the Responsibility Statement.
960	03/14/98	In all elections, a person has only one vote (1) regardless of the number of positions they hold. All persons must be present to vote. No voting member of D1 is allowed to hold more than one position that carries a vote. Amended by motion 2500 dated 11/11/19.
1230	09/12/98	All members of the District 1 Committee have a vote on motions and can make motions.
2760	09/15/20	A DCM with two (2) unexcused consecutive absences from the District 1 (D1) Business Meeting, D1 DCM sharing sessions, D1 Officer meetings, or South Florida Area 15 (A15) Quarterlies will be considered resigned and removed from D1 registration and notification formats. An excused

		DCM absence is obtained by notification to the D1 Chairperson or D1 DCM Coordinator. D1 Officers or D1 Standing Committee Chairpersons are to comply with the same resolution of attendance required of DCMs. An excused Officer or Standing Committee Chairperson is obtained by notification to the D1 Chairperson or D1 Registrar. Required A15 Quarterly attendance for D1 Standing Committee Chairpersons shall be the Saturday business meeting/workshop of their respective A15 Standing Committees and therefore are not required to attend the Sunday A15 General Service (GS) Business Meeting.
2540	10/15/19	To establish practice of having an Officers/DCM/Committee Chairpersons' meeting on a bimonthly basis, amended to include: this meeting be in lieu of the DCM sharing workshops, prior to the District 1 Business meeting.
		<b>4. VOTING</b>
670	03/13/93	D1 Standing Committee Chairpersons and District 1 Officers have a vote at District 1 General Service Business meetings. With the exception of the D1 Chairperson, and in the absence of the Chairperson, the Alternate Chairperson. (One person one vote regardless of number of positions a person holds.)
960	03/14/98	In all elections, a person has only one vote (1) regardless of the number of positions they hold. All persons must be present to vote. No voting member of D1 is allowed to hold more than one position that carries a vote. Amended by motion 2500 dated 11/11/19.
970	03/14/98	District Officers are elected by the current GSRs, DCMs, Committee Chairs, or their Alternates in their absence, and current District Officers.
2700	06/16/20	District 1 allows all District 1 Committee members (District 1 Committee members defined per motions 1210 and 2510) to have a vote in all District 1 elections.
1210	11/17/20	The District 1 (D1) Committee is comprised of the GSRs, DCMs, D1 Standing Committee Chairpersons, (in their absence, their Alternates), and the D1 Officers. *Amended, motion 2840 dated 11/17/20 removed Annual Committees.
2510	06/16/20	Standing Committees are defined as: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Literature, Public Information/ Cooperation with The Professional Community, Treatment, Website.
2840	11/17/20	District 1 Annual Committee Chairpersons are not eligible to vote.

		<b>a. Election Procedure and Rotation</b>
2580	05/19/20	DCMs for even-numbered subdistricts will be elected in October of even-numbered years along with District 1 Officers. DCMs for odd-numbered Sub-Districts will be elected in odd years.
1820	12/11/04	A member of the D1 body must be present at the D1 General Service (GS) Business meeting to stand for an elected position.
2700	06/16/20	D1 allows all D1 Committee members (D1 Committee members defined per motions 1210 and 2510) to have a vote in all D1 elections.
1210	11/17/20	The District 1 (D1) Committee is comprised of the GSRs, DCMs, D1 Standing Committee Chairpersons, (in their absence, their Alternates), and the D1 Officers. *Amended, motion 2840 dated 11/17/20 removed Annual Committees.
2510	06/16/20	Standing Committees are defined as: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Literature, PI/CPC, Treatment, and Website.
2680	06/16/20	Motion to remove Events as a Standing Committee.
970	03/14/98	District Officers are elected by the current GSRs, DCMs, Committee Chairs, or their Alternates in their absence, and current District Officers.
2730	08/18/20	Elections of D1 Officers, DCMs and ACMs shall be done using third (3rd) legacy procedure. In the spirit of rotation, no Officer, DCM, ACM or Standing Committee Chairperson who has served a <b>full term</b> can stand for the exact same position consecutively, (i.e., a DCM cannot stand for re-election as a DCM in any subdistrict; however, a Standing Committee Chairperson can stand for Chairperson on a different Committee).
		<b>b. Who May Stand for DCM and ACM</b>
1180	09/12/98	Elections of DCMs and ACMs; who can stand for DCM or ACM: Any person who is serving or has served as a GSR in any District. Persons standing for DCM must have three (3) years of continuous sobriety.
2860	01/19/21	A person standing for DCM need not reside in the Sub-District they serve. Service as a DCM requires 3 years sobriety, GSR experience, the time and the ability to fulfill the responsibilities; as outlined in <i>The A.A. Service Manual</i> (Chapter 3, DCM duties) and in accordance with District 1 Current Practices.
		<b>c. Resignation of DCM</b>
850	12/14/96	If a DCM is considered resigned, the ACM will become the DCM.
		<b>d. Who May Stand for District Officer</b>
2420	04/16/19	Who is eligible to stand for District 1 Officer? Anyone who has served as a DCM. Persons standing for District Officer must have a minimum of five (5) years continuous sobriety.

		<b>e. Who Votes</b>
960	03/14/98	In all elections, a person has only one vote (1) regardless of the number of positions they hold. All persons must be present to vote. No voting member of D1 is allowed to hold more than one position that carries a vote. Amended by motion 2500 dated 11/11/19, added last sentence.
970	03/14/98	District Officers are elected by the current GSRs, DCMs, Committee Chairs, or their Alternates in their absence, and current District Officers
2700	06/16/20	District 1 allows all District 1 Committee members (District 1 Committee members defined per motions 1210 and 2510) to have a vote in all District 1 elections.
1210	11/17/20	The District 1 (D1) Committee is comprised of the GSRs, DCMs, D1 Standing Committee Chairpersons, (in their absence, their Alternates), and the D1 Officers. *Amended, motion 2840 dated 11/17/20 removed Annual Committees.
2840	11/17/20	District 1 Annual Committee Chairpersons are not eligible to vote.
2510	06/16/20	Standing Committees are defined as: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Literature, Public Information/ Cooperation with The Professional Community, Treatment and Website.
2680	06/16/20	Motion to remove Events as a Standing Committee.
1230	09/12/98	All members of the District 1 Committee have a vote on motions and can make a motion.
2710	08/18/20	Standing Committee Chairpersons (excluding Finance and Current Practice Committees) and their Alternate Chairpersons will be elected by their respective Committees in October of even numbered years. Persons standing for Chairpersons or their Alternate Chairpersons must have a minimum of three years continuous sobriety and have served one year in General Service (excluding Finance and Current Practice Committees, which requires minimum of 5 years of continuous sobriety).
1960	11/19/19	If any D1 Standing Committee does not elect a D1 Standing Chairperson and such position remains vacant for three (3) months, then the D1 Chairperson may appoint a Standing Committee Chairperson. Amended by motion 2500 dated 11/19/19.
2720	08/18/20	Standing Committee Chairpersons and their alternates will be elected by their Committee and presented to the D1 Committee for approval at the following District meeting.
2840	11/17/20	District 1 Annual Committee Chairpersons are not eligible to vote.
		<b>f. When (Time of Elections)</b>
2580	05/19/20	DCMs for even-numbered subdistricts will be elected in October of even-numbered years along with District 1 Officers. DCMs for odd-numbered Sub-Districts will be elected in odd years.

2710	08/18/20	Standing Committee Chairpersons (excluding Finance and Current Practice Committees) and their Alternate Chairpersons will be elected by their respective Committees in October of even numbered years. Persons standing for Chairpersons or their Alternate Chairpersons must have a minimum of three years continuous sobriety and have served one year in General Service (excluding Finance and Current Practice Committees, which requires minimum of 5 years of continuous sobriety).
2720	08/18/20	Standing Committee Chairpersons and their alternates will be presented to the D1 body for approval at the following D1 meeting.
2710	08/18/20	Standing Committee Chairpersons (excluding Finance and Current Practice Committees) and their Alternate Chairpersons will be elected by their respective Committees in <b>October of even numbered years</b> . Persons standing for Chairpersons or their Alternate Chairpersons must have a minimum of three years continuous sobriety and have served one year in General Service (excluding Finance and Current Practice Committees, which requires minimum of 5 years of continuous sobriety). <b>*Amends motions 1340 and 1760.</b>
1170	09/12/98	The Chairpersons and Alternates for the Carry the Message Day and Founders Day Dinner shall be elected from within and by the D1 Committee at the monthly meeting following each event.
2850	11/17/20	<b>D1 Liaison to the Pinellas County Intergroup is elected by the D1 Committee to serve a two-year term that runs concurrent with the D1 Officers and is a voting member of the D1 Committee.</b> POSITION DESCRIPTION: The D1 Liaison to Pinellas County Intergroup is to share information and never to interject D1 opinion into Pinellas County Intergroup decisions. POSITION QUALIFICATIONS: 3 years continuous sobriety. One-year previous General Service experience. DUTIES/RESPONSIBILITIES: Attend monthly D1 General Service Business Meetings. Attend monthly Intergroup Meetings and Intergroup Representative meetings. Submit a monthly verbal report to the D1 body and a written report to the D1 Secretary for inclusion in the D1 General Service Business Meeting minutes. Be available to the District Officers, DCMs, the Standing Committee Chairpersons, and all members of A.A. in the District as a resource for questions or issues concerning Pinellas County Intergroup. Participate in service workshops and give presentations when asked. Have a willingness to learn and apply the Twelve Steps, Traditions, and Concepts to the position. When asked, share information about the District 1 with Intergroup.
2840	11/17/20	District 1 Annual Committee Chairpersons are not eligible to vote.
		<b>5. Motions and Agenda</b>

680	09/11/93	Motions not on the printed agenda for District monthly business meeting can be submitted to the Chairperson prior to the meeting. The body will decide whether to take the motion up or table it to give adequate time for group input.
760	06/10/95	In order for a motion on the agenda to be heard, the maker or his/her alternate must be present. In the maker's absence, all of his/her rights shall pass to his/her alternate.
1200	09/12/98	A two-thirds (2/3) vote of the body is required to rescind an action approved by the body.
1230	09/11/99	All members of the District 1 Committee have a vote on motions and can make a motion.
1350	09/11/99	Standing and/or Annual Committee may present floor motions that require no second.
2000	12/08/07	That all new motions are submitted within 7 days from the present D1 Business Meeting in writing to the D1 Chairperson for review, and then placed on the next upcoming District 1 meeting agenda.
2150	09/14/13	That all business meeting reports be submitted to the D1 Secretary in writing or by e-mail immediately after the report is given at the D1 Business Meeting and no later than 2 days after the business meeting. Reports received after this time will not be included in the monthly minutes.
1070	06/13/97	Minutes be taken at all Officers/DCMs/ D1 Standing Committee Chairs meetings by the Secretary. These should be available on request by any member of the District 1 Committee.



## D. District Officers

		<b>1. General</b>
2600	07/21/20	<p>District 1 (D1) Chairperson position description.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the D1 General Service (GS) Business Meeting agenda. The D1 agenda incorporates submitted motions, elections, and new business topics.</li> <li>• Generally, the agenda reporting format alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of the General Service Conference Agenda items.</li> <li>• Submits completed agenda to the D1 Secretary within 7 days of monthly meeting for distribution to the body and posting on the D1 Webpage.</li> <li>• Presides over the D1 GS Business Meeting, making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.</li> <li>• Presents an oral and submits a written copy of the report to the D1 Secretary within two days, for inclusion in the minutes.</li> <li>• Sets agenda for the bi-monthly D1 Officers, D1 Standing Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.</li> <li>• Presides over the D1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.</li> <li>• Coordinates D1 activities with Officers, Committee Chairs, and DCMs.</li> <li>• Serves as Ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a quarterly basis.</li> <li>• Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by D1 Current Practices.</li> <li>• Appoints the Finance Committee Chairperson. Is a member or the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.</li> <li>• Is a member of the Current Practices Committee, attends the monthly meeting and has a voice, but not a vote. In order to promote continuity, it is highly recommended that the outgoing</li> </ul>

		<p>D1 Chairperson serves as the Current Practices Chairperson on the forthcoming District 1 Panel.</p> <ul style="list-style-type: none"> <li>• Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming District 1 activities and/or input on issues.</li> <li>• Annually, provides the following list of scheduled meetings to the D1 Website Committee for posting on the D1 Website. Area 15 (A15) Assemblies, D1 GS Business Meetings, Officers/DCMs/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and D1 Annual Events.</li> <li>• Serves as the primary point of contact for the A15 South Florida Chairperson.</li> <li>• Facilitates communication between A15 and D1.</li> <li>• Attends the A15 South Florida Assemblies. Gives a verbal, 3-minute report focused on D1 activities at the A15 GS Business Meeting. Provides a hard copy of that report to the A15 Secretary for inclusion in the minutes.</li> <li>• Provides the A15 Registrar with Assembly sign-in sheets and reports the total D1 vote count at A15 Business Meeting.</li> <li>• Responsible for setting a date and time for Delegate's Report to the District.</li> <li>• Appoints a D1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.</li> <li>• <b>Authorizes D1 expenditures up to \$100; with the approval of 2 other officers, up to \$300. Expenditures authorized under this resolution will be reported to the next D1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the D1 Committee.</b></li> <li>• <b>Prepares an annual budget request for funds (RFF) for proposed Chairperson expenses and submits the completed form to the Finance Committee and District Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</b></li> </ul>
2420	04/16/19	Who is eligible to stand for District 1 Officer? Anyone who has served as DCM. Persons standing for District Officer must have a minimum of 5 year's continuous sobriety.
2950	06/15/21	District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who

		do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930.</b>
		<b>2. Chairperson</b>
2600	07/21/20	<p>District 1 (D1) Chairperson position description.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the D1 General Service (GS) Business Meeting agenda. The D1 agenda incorporates submitted motions, elections, and new business topics.</li> <li>• Generally, the agenda reporting format alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of the General Service Conference Agenda items.</li> <li>• Submits completed agenda to the D1 Secretary within 7 days of monthly meeting for distribution to the body and posting on the D1 Webpage.</li> <li>• Presides over the D1 GS Business Meeting, making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.</li> <li>• Presents an oral report and submits a written copy of the report to the D1 Secretary within two days, for inclusion in the minutes.</li> <li>• Sets agenda for the bi-monthly D1 Officers, D1 Standing Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.</li> <li>• Presides over the D1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.</li> <li>• Coordinates D1 activities with Officers, Committee Chairs, and DCMs.</li> <li>• Serves as Ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a quarterly basis.</li> <li>• Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by D1 Current Practices.</li> <li>• Appoints the Finance Committee Chairperson. Is a member or the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.</li> </ul>

		<ul style="list-style-type: none"> <li>• Is a member of the Current Practices Committee, attends the monthly meeting and has a voice, but not a vote. In order to promote continuity, it is highly recommended that the outgoing D1 Chairperson serves as the Current Practices Chairperson on the forthcoming District 1 Panel.</li> <li>• Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming District 1 activities and/or input on issues.</li> <li>• Annually, provides the following list of scheduled meetings to the D1 Website Committee for posting on the D1 Website. Area 15 (A15) Assemblies, D1 GS Business Meetings, Officers/DCMs/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and D1 Annual Events.</li> <li>• Serves as the primary point of contact for the A15 South Florida Chairperson.</li> <li>• Facilitates communication between A15 and D1.</li> <li>• Attends the A15 South Florida Assemblies. Gives a verbal, 3-minute report focused on D1 activities at the A15 GS Business Meeting. Provides a hard copy of that report to the A15 Secretary for inclusion in the minutes.</li> <li>• Provides the A15 Registrar with Assembly sign-in sheets and reports the total D1 vote count at A15 Business Meeting.</li> <li>• Responsible for setting a date and time for Delegate's Report to the District.</li> <li>• Appoints a D1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.</li> <li>• Authorizes D1 expenditures up to \$100; with the approval of 2 other officers, up to \$300. Expenditures authorized under this resolution will be reported to the next D1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the D1 Committee.</li> <li>• Prepares an annual budget request for funds (RFF) for proposed Chairperson expenses and submits the completed form to the Finance Committee and District Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</li> </ul>
2920	04/20/21	<p>1. To allow ELYK Innovation LLC to perform site design work with a scope to complete the <u>redesign and consolidation</u> of both the D1 Archives and D1 main sites into a single, updated, manageable website that addresses the needs of both.</p>

		<p>Request an ongoing hosting and support budget for the new website of \$100.00 per month for services to include monthly hosting, 99.9% uptime guarantee, daily backups with 7-day history, all monthly WordPress updates, one hour of additional maintenance time to use as we need per month, Word Fence Security, Google Analytics, ADA Compliance, and SSL certificate.</p> <p>2. Identify the web committee members that will work directly to communicate the requirements for the new site based on District input and ideas to modernize and make all information easily accessible to AA members in our district.</p> <p>Officially recognize the D1 Chairperson, in collaboration with the D1 Website Chair, as being in charge of content management post site completion.</p>
		<b>3. Alternate Chairperson</b>
2750	08/18/20	The District 1 Alternate Chairperson is to facilitate a bimonthly GSR Workshop/Sharing Session. *Amends motion 1130.
2610	07/21/20	<p>Alternate Chairperson position description</p> <ul style="list-style-type: none"> <li>• The Alternate (Alt.) Chair is the first in line of succession of D1 Officers, in case of unexpected absence of the D1 Chair at the A15 Assemblies and/or D1 meetings. The Alt. Chair is eligible to vote at monthly D1 meetings, except when serving in the absence of the D1 Chair.</li> <li>• Attends monthly D1 Business Meeting and provides a monthly verbal report. Submits a written copy of the report to the D1 Secretary within 2 days following the D1 GS Business Meeting for inclusion in the minutes.</li> <li>• Assists D1 Chair during voting process at D1 Business Meetings to assure an accurate vote count.</li> <li>• Facilitates a bimonthly GSR Workshop/Sharing Session.</li> <li>• Collaborates with the D1 Chair, no less than monthly, to keep abreast of the status of D1 initiatives and events.</li> <li>• Serves as contact for the Share-a-Ride/Share-a-Room program for A15 Quarterly assemblies.</li> <li>• Coordinates with the D1 Chair to ensure each D1 Standing Committee has an annual in person visit. This visit is to facilitate a D1 team spirit and to inquire how D1 can better serve the Committees.</li> <li>• Facilitate the submission of a monthly article, to be featured on D1's website and in Pinellas County Intergroup's "Plain and Straight." Each monthly article will highlight a different D1 Standing or Annual Committees. The purpose of the article is to</li> </ul>

		<p>encourage Committee participation and to discuss how each Committee carries A.A.'s message to the sick and suffering alcoholic.</p> <ul style="list-style-type: none"> <li>• Undertakes special projects at the request of the D1 Chair, to include facilitating the Delegate's Luncheon.</li> <li>• Prepares an annual budget request for funds (RFF) for proposed Alt. Chair expenses and submits the completed form to the Finance Committee and D1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</li> </ul>
		<b>3.Treasurer</b>
2260	06/11/16	In the pursuit of financial transparency, all District 1 Standing Committees will <b>provide receipts</b> for all expenditures of D1 funds.
2240	12/12/15	Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b>
	07/21/20	<p>District 1 Treasurer position description</p> <ul style="list-style-type: none"> <li>• Oversees the D1 finances and maintains financial records of contributions, other income and expenses.</li> <li>• Oversees the District banking account(s) and maintains signature cards with the financial institutions.</li> <li>• A member of the D1 Finance Committee and attends monthly meeting.</li> <li>• Creates a financial report including bank reconciliation for review by the Finance Committee. Supports the Finance Committee in the preparation of the annual D1 Budget.</li> <li>• Attends the D1 GS Business Meeting. Line of succession of D1 Officers, in case of unexpected absence of D1 Chair or Alt. Chair at the South Florida Assemblies and/or District meeting: Registrar, Treasurer, Recording Secretary.</li> <li>• Responsible for making an informed vote on motions at D1 General Service Business Meetings.</li> <li>• Responsible for presenting the monthly financial report to the D1 body for approval. Submits a written copy of the report to the</li> </ul>

		<p>Secretary within 2 days following the D1 General Service Business Meeting for inclusion in the minutes.</p> <ul style="list-style-type: none"> <li>• Collects and accounts for the D1 Business Meeting contributions from the basket and virtual basket, and deposits them into the D1 bank account.</li> <li>• Responsible for retrieving group contributions letters from the D1 P.O. Box.</li> <li>• Creates a record of contributions.</li> <li>• Deposits checks into the D1 bank account. Creates and sends receipts back to groups.</li> <li>• Responsible for the D1's expense management and reimbursement as determined by D1 Current Practices and within the annual budget.</li> <li>• Collects and maintains expense reports, verifies included receipts, creates a record of the expenses, tracks expenses against individual budgets and quarterly allowance, and then issues funds.</li> <li>• Attends South Florida A15 Assemblies for participation in the Area 15 Treasurer's meetings and Finance Committee meetings. Facilitates reimbursement of budgeted expenses for D1 servants who have been identified as funded positions by D1 Current Practices. Reimbursements will be made onsite, when possible.</li> <li>• Prepares an annual budget request for funds (RFF) for proposed Treasurer's expenses and submits the completed form to the Finance Committee for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to for all reimbursable expenses.</li> </ul>
2930	5/18/21	<p>The District Treasurer shall maintain two (2) bank accounts in the name of District 1 General Service. One of these accounts will be a checking account for operational purposes, and the other will be a form of savings account for prudent reserves. The Treasurer will be the controlling owner on the account, and the Alt Treasurer and District Chairperson will be signatories on the account. The Treasurer and Alt Treasurer may have debit cards for the account, but must maintain records for every transaction on those cards. The District shall have no credit products such as loans or credit cards, and shall not open any risk bearing accounts such as stocks, CDs, or Crypto currencies. The Treasurer may also choose to utilize a peer-to-peer money sharing app to collect for the 7th Tradition at the District Business Meeting or other events, which don't require receipts for contributions.</p> <p>Each year in December, the Treasurer shall conduct end of year closeout and provide a prudent reserve analysis to support attempt to adjust the</p>

		<p>prudent reserve balance to equal roughly four (4) months average expenses of the next years approved budget. If there are excess reserves, they should also be returned to the operating account. This number would be determined by taking the approved budget for the following year (All RFFs including potential travel expenses), dividing it by twelve (12) and multiplying that number by four (4). During the course of the year, if any portion of the prudent reserve is drawn upon (transferred out of the savings account) the Treasurer shall promptly notify the finance committee and report the transfer to the body at the next business meeting.</p> <p>Each year In December, the District's Operating Account balance should be evaluated to determine if the district has excess funds. Excess funds would be any funds greater than six (6) months average expenses of the next years approved budget after the prudent reserve is adjusted. This number would be determined by taking the approved budget for the following year (All RFFs including potential travel expenses), dividing it by twelve (12) and multiplying that number by six (6). The Treasurer will notify the Finance Committee of any excess funds, and the finance committee will make the body aware of availability for special projects. The final decision of the use of funds will be determined by the District body. After the consideration of using funds locally has been exhausted by the District, the Finance Committee shall make a motion at the January D1 business meeting on suggested distributions to Intergroup, Area 15 and GSO.</p>
2950	06/15/21	<p>District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930</b></p>
3020	09/21/2021	<p>D1 follow the required federal and state procedures as outlined below.          *Note for more detailed filing information, such as addresses and due dates, refer to the D1 Finance Committee Legacy of Service. If the Finance Committee and Treasurer need 3rd party help to completing any of these tasks, they should proactively source professional assistance and follow district procedures on submitting those costs to the body for approval.</p> <p>1) IRS Filing: The D1 Treasurer will provide annual total revenue (contributions) verification to the Finance Committee as soon as possible in January, but no later than February 15th each year. The D1 Finance</p>



		<p>Chairperson in coordination with the D1 Treasurer will file the required documents with the IRS annually.</p> <p>2) State Corporate Filing The D1 Finance Committee Chairperson in coordination with the D1 Treasurer ensures the Florida Corporate Annual Registration for District 1 General Service, Inc. is completed annually by the due date and in compliance with their current regulations.</p> <p>3) Florida Consumer Exemption Certificate for Sales Tax The D1 Finance Chairperson in coordination with the D1 Treasurer will renew the Consumer Exemption Certificate for Sales Tax every five years or in accordance with their current regulations.</p>																																																																																								
3040	10/19/21	<p>The Finance Committee, after due consideration and input from all Officers and Committee Chairs involved, present this 2021 budget for approval.</p> <table><tr><th colspan="2">2021 RFFs</th><th colspan="2">2021 Breakdown</th></tr><tr><th>Officer/Committee</th><th>Budget Amount Requested</th><th>Travel</th><th>Operating</th></tr><tr><td>District Chairperson</td><td>\$2,279.00</td><td>\$749.00</td><td>\$1,530.00</td></tr><tr><td>Alt Chairperson</td><td>\$70.00</td><td>\$0.00</td><td>\$70.00</td></tr><tr><td>Recording Secretary</td><td>\$949.00</td><td>\$749.00</td><td>\$200.00</td></tr><tr><td>Registrar</td><td>\$949.00</td><td>\$749.00</td><td>\$200.00</td></tr><tr><td>Alt Registrar New GSR Orient</td><td>\$440.00</td><td>\$0.00</td><td>\$440.00</td></tr><tr><td>Treasurer</td><td>\$1,779.00</td><td>\$749.00</td><td>\$1,030.00</td></tr><tr><td>Accessibilities</td><td>\$2,759.00</td><td>\$749.00</td><td>\$2,010.00</td></tr><tr><td>Archives</td><td>\$2,364.00</td><td>\$749.00</td><td>\$1,615.00</td></tr><tr><td>Corrections</td><td>\$1,129.00</td><td>\$749.00</td><td>\$380.00</td></tr><tr><td>Current Practices</td><td>\$929.00</td><td>\$749.00</td><td>\$180.00</td></tr><tr><td>DCM Coordinator</td><td>\$13,737.00</td><td>\$13,482.00</td><td>\$255.00</td></tr><tr><td>Events</td><td>\$2,300.00</td><td>\$0.00</td><td>\$2,300.00</td></tr><tr><td>Finance</td><td>\$954.00</td><td>\$749.00</td><td>\$205.00</td></tr><tr><td>Grapevine</td><td>\$1,209.00</td><td>\$749.00</td><td>\$460.00</td></tr><tr><td>Literature</td><td>\$1,204.00</td><td>\$749.00</td><td>\$455.00</td></tr><tr><td>PI/CPC</td><td>\$1,230.00</td><td>\$749.00</td><td>\$481.00</td></tr><tr><td>Treatment</td><td>\$1,904.00</td><td>\$749.00</td><td>\$1,155.00</td></tr><tr><td>Website</td><td>\$1,089.00</td><td>\$749.00</td><td>\$340.00</td></tr><tr><td>TOTAL</td><td>\$37,274.00</td><td>\$23,968.00</td><td>\$13,306.00</td></tr><tr><td></td><td></td><td>64.3%</td><td>35.7%</td></tr></table>	2021 RFFs		2021 Breakdown		Officer/Committee	Budget Amount Requested	Travel	Operating	District Chairperson	\$2,279.00	\$749.00	\$1,530.00	Alt Chairperson	\$70.00	\$0.00	\$70.00	Recording Secretary	\$949.00	\$749.00	\$200.00	Registrar	\$949.00	\$749.00	\$200.00	Alt Registrar New GSR Orient	\$440.00	\$0.00	\$440.00	Treasurer	\$1,779.00	\$749.00	\$1,030.00	Accessibilities	\$2,759.00	\$749.00	\$2,010.00	Archives	\$2,364.00	\$749.00	\$1,615.00	Corrections	\$1,129.00	\$749.00	\$380.00	Current Practices	\$929.00	\$749.00	\$180.00	DCM Coordinator	\$13,737.00	\$13,482.00	\$255.00	Events	\$2,300.00	\$0.00	\$2,300.00	Finance	\$954.00	\$749.00	\$205.00	Grapevine	\$1,209.00	\$749.00	\$460.00	Literature	\$1,204.00	\$749.00	\$455.00	PI/CPC	\$1,230.00	\$749.00	\$481.00	Treatment	\$1,904.00	\$749.00	\$1,155.00	Website	\$1,089.00	\$749.00	\$340.00	TOTAL	\$37,274.00	\$23,968.00	\$13,306.00			64.3%	35.7%
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2650	07/21/20	<h3>6. Alternate Treasurer</h3> <p>District 1 Officers Alternate Treasurer Responsibilities:</p> <ul style="list-style-type: none"><li>Assists and supports the Treasurer in any of his/her responsibilities as needed in overseeing D1 finances and maintaining financial records, and stands ready to step into the service position if the person occupying it is no longer able to serve. Alt Treasurer would be a signee on financial accounts.</li><li>Attends the D1 GS Business Meeting. If the Treasurer isn't present at the D1 Business Meeting, Alt Treasurer is responsible for presenting the monthly financial report to the D1 body for approval.</li><li>If the Treasurer is unable to attend the A15 Quarterly, the Alt Treasurer would be responsible to attend. The trip would be</li></ul>																																																																																								

		<p>funded as per current practices from the Treasurers budget. Responsible for participating in finance related meetings and would handle D1 member expenses and reimbursement onsite as per current practices.</p> <ul style="list-style-type: none"> <li>• Supports the Treasurer as needed with the D1 Finance Committee, and attends monthly meeting. Supports the Treasurer with work related to Finance Committee in the preparation of the annual D1 Budget.</li> <li>• Supports the Treasurer in collecting and accounting for the D1 Business Meeting contributions from the basket and virtual basket, and may assist with depositing them into the District 1 bank account.</li> <li>• Prepares an annual budget request for funds (RFF) for proposed Alternate Treasurer's expenses and submits the completed form to the Finance Committee for approval. Once approved, responsible for monitoring, managing and tracking expenses to assure alignment with allocated budget. Submits receipts to for all reimbursable expenses.</li> </ul>
		<b>6. Registrar</b>
2620	07/21/20	<p>District 1 Registrar position description</p> <ul style="list-style-type: none"> <li>• Maintains the registered groups list and contacts of D1 via the A15/GSO database on a monthly basis.</li> <li>• Upon request, provides a list of contact information to the D1 Chairperson and DCM Coordinator. District Officers/DCMS and Committee Chairs may request a contact information when needed to perform D1 or A15 business, keeping in mind confidentiality and anonymity.</li> <li>• Attends monthly business meeting of D1, calls the roll, and provides a monthly verbal report. Submits a written copy of the report to the D1 Secretary within 2 days following the D1 GS Business Meeting for inclusion in the minutes. Collects new information on D1 servants to be entered into the A15/GSO database and anonymity protected email service within 7 days following the D1 GS Business Meeting.</li> <li>• Coordinates with the A15 Registrar and the Pinellas County Intergroup Manager to ensure group data is accurate. Contacts GSO as needed.</li> <li>• On a quarterly basis facilitates an updated subdistrict list for display at the D1 GS Business Meeting.</li> <li>• In absence of the Alt. Registrar conducts a monthly New GSR Orientation Workshop and provides needed</li> </ul>

		<p>materials to facilitate their ability to immediately perform their GSR responsibilities.</p> <ul style="list-style-type: none"> <li>• Assists DCMs with enrollment forms and forwards to the Area Registrar to inform GSO.</li> <li>• Serves as a member of the D1 Redistricting Committee, comprised of the Registrar, the Alternate Registrar, the DCM Coordinator, at least 1 DCM and the Webmaster; additionally, to invite the Pinellas County Intergroup Office Manager to participate as an Ex-officio member of the Committee. New groups formed and groups who move to a new location during the period prior to the Redistricting Committee meeting would be placed in the appropriate subdistrict by the Registrar. The Registrar will promptly inform the DCM Coordinator and the DCM of the effected subdistrict regarding changes or additions. The Redistricting Committee shall meet as needed and present an annual report at the July D1 GS Business Meeting outlining any proposed changes to boundary lines, redistribution of groups and/or the creation of a new subdistrict. The detailed map of D1 outlining the geographical boundaries of each subdistrict is to be maintained by the Webmaster and made available on the D1 website. The Registrar in coordination with the DCM Coordinator will maintain an updated list of subdistricts in D1 and the A.A. groups within the subdistricts. Expenses related to this Committee will be reflected in the Registrar's RFF (request for funds)</li> <li>• Provides sign in sheets at the A15 Quarterly business meetings and provides a total vote count to the D1 Chairperson.</li> <li>• Coordinates with Intergroup Manager to ensure Group locations, meeting times and status (active verses inactive) is correct.</li> <li>• Attends Registrar's sharing session at Area 15 General Service Assemblies.</li> <li>• The line of succession of District 1 Officers, in case of unexpected absence of Chairperson or Alternate Chairperson at the Area 15 South Florida Assemblies and/or District 1 meetings: Registrar, Treasurer, Secretary.</li> </ul>
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		<b>7. Alternate Registrar</b>
2630	07/21/20	<p>Alternate Registrar position description</p> <ul style="list-style-type: none"> <li>To assist the D1 Registrar with his/her duties and to provide for a smooth transition from one rotation to the next should the Alt. Registrar choose to stand for Registrar at the conclusion of his/her two-year term.</li> <li><b>Conducts a monthly New GSR Orientation Workshop and provides needed materials to facilitate their ability to immediately perform their GSR responsibilities.</b></li> <li>Coordinates with Intergroup Manager to ensure Group locations, meeting times and status (active verses inactive) is correct.</li> <li>Attends monthly business meeting of D1, calls the roll in the absence of the Registrar, and collects new information on the groups and contacts thereof.</li> <li>Attends the Quarterly Area Secretaries/Registrar meeting in the <b>absence</b> of the Registrar.</li> <li>Provides sign in sheets at the A15 Quarterly business meetings and provides a total vote count to the D1 Chair in the <b>absence</b> of the Registrar.</li> <li>Serves as a member of the D1 Redistricting Committee.</li> <li>Prepares an annual budget request for funds (RFF) for proposed Alt. Registrar's expenses and submits the completed form to the Finance Committee and D1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.</li> </ul>
		<b>8. Secretary</b>
1070	06/13/97	That Minutes be taken at all Officers/DCMs/Committee Chairs meetings by the Secretary. These should be available on request by any member of the District 1 Committee.
2150	09/14/13	That all business meeting reports be submitted to the D1 Secretary in writing or by e-mail immediately after the report is given at the D1 Business Meeting and no later than 2 days after the business meeting.

		Reports received after this time will not be included in the monthly minutes. <b>Amended by motion 2260 dated 07/21/20.</b>
2770	09/15/20	District 1 Secretary be responsible for maintaining an annual three-ring binder with printed copies of the monthly District 1 General Service Business Meeting Minutes and Agendas. Upon completion or their term, the Secretary will be responsible for forwarding the completed notebooks to the Archives Committee Chairperson, who give it to the Archivist for permanent storage.
2660	07/21/20	<p>Secretary position description</p> <ul style="list-style-type: none"> <li>• Records all motions and outcomes from the D1 Business Meeting and inserts them at the end of the D1 Business Meeting minutes.</li> <li>• Records results of D1 elections and includes them in the D1 minutes.</li> <li>• Prepares and emails the minutes of D1 meetings within 7 days of the monthly meeting with all updates and a summary of all motions; utilizing an anonymity protected, email service.</li> <li>• All business meeting reports must be submitted to the D1 Secretary in by email no later than 2 days after the business meeting. Reports received after this time will not be included in the D1 Minutes.</li> <li>• Scrubs the electronic minutes and the agenda of last names, replacing full last names with the first letter of the last name only.</li> <li>• Receives the agenda that is prepared by the D1 Chairperson and attaches to minutes.</li> <li>• Provides an electronic copy of the scrubbed minutes and agenda to the D1 Webmaster for posting on the D1 Website.</li> <li>• Presents the D1 GS Business Meeting minutes for corrections and approval at the D1 Business Meeting.</li> <li>• Provides a copy of approved D1 Business Meeting minutes to the D1 Archives Chair and Current Practices Chair.</li> <li>• Sends out the English/Spanish versions (if available) of A15 minutes and agenda, upcoming A15 Assemblies, and State Convention flyers.</li> <li>• Attends Secretary's sharing session at A15 business weekends.</li> <li>• The line of succession of D1 Officers, in case of unexpected absence of Chair or Alt. Chair at the A15 Assemblies and/or D1 meetings: Registrar, Treasurer, Secretary.</li> <li>• Prepares an annual budget request for funds (RFF) for proposed Secretary's expenses and submits the completed form to the Finance Committee and D1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking</li> </ul>

		expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.
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## E. Standing Committees

		<b>1. Standing Committees General Information</b>
670	03/13/93	D1 Standing Committee Chairpersons and D1 Officers have a vote at D1 General Service Business meetings. With the exception of the D1 Chairperson, and in the absence of the Chairperson, the Alternate Chairperson. (One person one vote regardless of number of positions a person holds.)
960	03/14/98	In all elections, a person has only one vote (1) regardless of the number of positions they hold. All persons must be present to vote. No voting member of D1 is allowed to hold more than one position that carries a vote. <b>Amended by 2500 dated 11/11/19, added last sentence.</b>
2510	06/16/20	Standing Committees are defined as: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Literature, Public Information/ Cooperation with The Professional Community, Treatment, Website.
2680	06/16/20	Motion to remove Events as a Standing Committee
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
2240	12/12/15	Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b>
2150	09/14/13	All business meeting reports be submitted to the D1 Secretary in writing or by e-mail immediately after the report is given at the D1 Business Meeting and no later than 2 days after the business meeting. Reports received after this time will not be included in the monthly minutes. <b>Amended by motion 2260, changed from 3 days to 2 days.</b>
2760	09/15/20	A DCM with two (2) unexcused consecutive absences from the District 1 (D1) Business Meeting, D1 DCM sharing sessions, D1 Officer meetings, or South Florida Area 15 (A15) quarterlies will be considered resigned and removed from D1 registration and notification formats. An excused DCM absence is obtained by notification to the D1 Chairperson or D1 DCM Coordinator. <b>D1 Officers or D1 Standing Committee Chairpersons are to comply with the same resolution of attendance required of DCMs. An excused Officer or Standing Committee Chairperson is obtained by notification to the D1 Chairperson or D1 Registrar. Required A15 Quarterly attendance for D1 Standing Committee Chairpersons shall be the Saturday business meeting/workshop of</b>

		<b>their respective A15 Standing Committees and therefore are not required to attend the Sunday A15 General Service (GS) Business Meeting.</b>
2540	15/15/90	To establish practice of having an Officers/DCM/Committee Chairpersons' meeting on a bimonthly basis, amended to include: this meeting be in lieu of the DCM sharing workshops, prior to the District Business meeting.
1960	11/19/19	If any D1 Standing Committee does not elect a Chairperson and such position remains vacant for three months (3), then the D1 Committee Chairperson may appoint a Chairperson. <b>Amended by motion 2500 date 11/19/19.</b>
2950	06/15/21	District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930.</b>
2960	06/15/21	All positions that require District 1 (D1) funding must have a Request for Funding (RFF) submitted to the Finance Committee prior to the July Finance Committee Meeting for review and incorporation into the D1 proposed budget for the upcoming year. All RFFs and the proposed D1 budget will be to be presented the D1 body for review and discussion at the September D1 General Service Business Meeting. The proposed D1 budget will be presented for approval at the October D1 General Service Business Meeting.
		<b>2. Who May Stand for Committee Chairperson</b>
2710	08/18/20	Standing Committee Chairpersons ( <b>excluding Finance and Current Practice Committees</b> ) and their Alternate Chairpersons will be elected by their respective Committees in <b>October</b> of even numbered years. Persons standing for Chairpersons or their Alternate Chairpersons must have a minimum of three years continuous sobriety and have served one year in General Service (excluding Finance and Current Practice Committees, which requires minimum of 5 years of continuous sobriety).
1960	11/11/19	If any D1 Standing Committee does not elect a Chairperson and such position remains vacant for three (3) months, then the D1 Committee Chairperson may appoint a Chairperson. <b>Amended by motion 2500 date 11/19/19.</b>
		<b>3. Who Votes for Standing Committee Chairpersons</b>



2720	08/18/20	Standing Committees Chairpersons and their alternates will be elected by their Committee and presented to the District 1 body for approval at the following District 1 meeting.
2710	08/18/20	Standing Committee Chairpersons ( <b>excluding Finance and Current Practice Committees</b> ) and their Alternate Chairpersons will be elected by their respective Committees in October of even numbered years. Persons standing for Chairpersons or their Alternate Chairpersons must have a minimum of three years continuous sobriety and have served one year in General Service (excluding Finance and Current Practice Committees, which requires minimum of 5 years of continuous sobriety).
1960	11/19/19	If any D1 Standing Committee does not elect a Chairperson and such position remains vacant for three (3) months, then the D1 Committee Chairperson may appoint a Chairperson. <b>Amended by motion 2500 date 11/19/19.</b>
		<b>4. Motions</b>
1230	09/12/98	All members of the D1 Committee can vote on motions and can make motions.
1350	09/11/99	Standing and/or Annual Committees may present floor motions that require no second.
		<b>5. Attendance</b>
2760	09/15/20	A DCM with two (2) unexcused consecutive absences from the District 1 (D1) Business Meeting, D1 DCM sharing sessions, D1 Officer meetings, or South Florida Area 15 (A15) quarterlies will be considered resigned and removed from D1 registration and notification formats. An excused DCM absence is obtained by notification to the D1 Chairperson or D1 DCM Coordinator. D1 Officers or <b>D1 Standing Committee Chairpersons are to comply with the same resolution of attendance required of DCMs. An excused Officer or Standing Committee Chairperson is obtained by notification to the D1 Chairperson or D1 Registrar. Required A15 quarterly attendance for D1 Standing Committee Chairpersons shall be the Saturday business meeting/workshop of their respective A15 Standing Committees and therefore are not required to attend the Sunday Area 15 General Service Business Meeting.</b>
		<b>6. Submission of Committee Information</b>
2150	09/14/13	All business meeting reports be submitted to the D1 Secretary in writing or by e-mail immediately after the report is given at the D1 Business Meeting and no later than 2 days after the business meeting. Reports received after this time will not be included in the monthly minutes. <b>Amended by motion 2260.</b>

2110	06/12/12	That District 1 create a standing Web Committee who will follow policies for District 1 Standing Committees and develop a scope and policy statement for the Committee.
		<b>7. Specific Standing Committees</b>
		<b>a. Accessibilities</b>
2340	12/09/17	Change the name of the Special Needs Committee to the Accessibilities Committee.
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
		<b>b. Archives</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
		<b>c. Corrections</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
		<b>d. Current Practices Committee</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
2350	02/20/18	Change the Book of Current Practices to reflect changes coinciding with District 1 monthly meeting format.
1220	09/12/98	District 1 create a budgeted Standing Committee called the "Current Practices Committee." The purpose of this Committee is to make recommendations to the body in the form of motions, which will bring our Book of Resolutions in line with our current operating procedures. The reason for this would be to form a concise set of guidelines by which the business of the District would be done. All motions out of this Committee would appear on the printed agenda prior to being voted on at the District meetings. The Committee would consist of any current or past members of the District Body.
		<b>e. Finance Committee</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
2590	07/21/20	<b>SCOPE:</b> District 1 create a budgeted Finance Committee. The purpose of the Committee is to ensure that all District monies are put to the highest and best use, provide transparency of district money management and audit Treasury reports for accuracy before reports are published. The Finance Committee will also prepare the budget with input from all Committee Chairs and District officers. The Committee is charged with preventing waste, misuse and fraud, setting guidelines and procedures for the Treasurer and communicating with and responding to all members in a timely manner. Chairperson of the Finance Committee be appointed by the District 1 Chairperson and approved by the body.

		Prepares an annual budget/request for funds (RFF) for proposed Committee expenses. Once approved, is responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.
2800	11/17/20	Finance Committee Composition: Finance Chairperson as appointed by the District 1 Chairperson; Alternate Finance Chairperson, elected by the Finance Committee; Finance Committee Secretary (If no one stands then the Finance Chair will appoint a member to serve); Incumbent District 1 Treasurer; Alternate District1 Treasurer; Incumbent District 1 Chairperson (ex officio member). Definition: <i>An ex officio member is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term ex officio is Latin, meaning literally "from the office", and the sense intended is "by right of office" Ex officio board members may have several duties, including: Participating in board activities, such as meetings or trainings. Voting whenever a ballot is cast. (Previously approved by D1 body); most recent outgoing District 1 Chairperson; additional District 1 members, as approved by the Finance Committee. Suggested members include Alternate District 1 Chairperson, Registrar, DCM Coordinator and/or a DCM and a GSR. Due to the nature of the Finance Committee the minimum sobriety requirement for the Chairperson and Alternate Chairperson is 5 years, with a minimum of 2 years General Service experience. All other members must have a minimum of 3 years sobriety and 1 year of General Service experience. Experience in the financial industry is highly recommended to serve as the Finance Chairperson or Alternate Finance Chairperson (CPA, MBA, etc.).</i>
2810	11/17/20	The District 1 Finance Committee will operate by the principles of Concept IX as closely as appropriate. Concept IX states: <i>"Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety."</i> The Finance Committee will lend itself to assist the District 1 Treasurer in any manner possible and will make itself available to review the procedures of District 1 Committee funds, upon request.
2820	11/17/20	District 1 Finance Committee Chairperson sets the District 1 Finance Committee Meeting agenda in writing. The Finance Committee agenda incorporates submitted motions, old and new business topics. Submits completed agenda to the Finance Committee Secretary within 7 days of monthly meeting for distribution to the Finance Committee members. Presides over the Finance Committee Meeting making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.

2830	11/17/20	District 1 Finance Committee Secretary records all motions and outcomes from the monthly Finance Committee Meeting and inserts them at the end of the Finance Committee Meeting minutes. The Finance Committee Secretary prepares and emails the minutes to the Finance Committee members within 7 days of the monthly meeting. All minutes and agendas must be anonymity protected (replacing full last names with the first letter of the last name only). Receives the agenda that is prepared by the Finance Committee Chairperson and attaches to minutes. Provides an electronic copy of the scrubbed minutes and agenda to the District 1 Webmaster for posting on the District 1 Website under the Finance Committee tab. Presents the minutes to the Finance Committee for corrections and approval at the following monthly meeting.
2910	04/20/21	D1 has received an Internal Revenue Service 501(c)(3) determination letter certifying the D1 as a nonprofit organization, the Finance Committee recommends that the District register with the state of Florida and apply for a Sales Tax Exemption certificate.
2930	5/18/21	<p>The District Treasurer shall maintain two (2) bank accounts in the name of District 1 General Service. One of these accounts will be a checking account for operational purposes, and the other will be a form of savings account for prudent reserves. The Treasurer will be the controlling owner on the account, and the Alt Treasurer and District Chairperson will be signatories on the account. The Treasurer and Alt Treasurer may have debit cards for the account, but must maintain records for every transaction on those cards. The District shall have no credit products such as loans or credit cards, and shall not open any risk bearing accounts such as stocks, CDs, or Crypto currencies. The Treasurer may also choose to utilize a peer-to-peer money sharing app to collect for the 7th Tradition at the District Business Meeting or other events, which don't require receipts for contributions.</p> <p>Each year in December, the Treasurer shall conduct end of year closeout and provide a prudent reserve analysis to support attempt to adjust the prudent reserve balance to equal roughly four (4) months average expenses of the next years approved budget. If there are excess reserves, they should also be returned to the operating account. This number would be determined by taking the approved budget for the following year (All RFFs including potential travel expenses), dividing it by twelve (12) and multiplying that number by four (4). During the course of the year, if any portion of the prudent reserve is drawn upon</p>

		<p>(transferred out of the savings account) the Treasurer shall promptly notify the finance committee and report the transfer to the body at the next business meeting.</p> <p>Each year In December, the District's Operating Account balance should be evaluated to determine if the district has excess funds. Excess funds would be any funds greater than six (6) months average expenses of the next years approved budget after the prudent reserve is adjusted. This number would be determined by taking the approved budget for the following year (All RFFs including potential travel expenses), dividing it by twelve (12) and multiplying that number by six (6). The Treasurer will notify the Finance Committee of any excess funds, and the finance committee will make the body aware of availability for special projects. The final decision of the use of funds will be determined by the District 1 body. After the consideration of using funds locally has been exhausted by the District, the Finance Committee shall make a motion at the January D1 business meeting on suggested distributions to Intergroup, Area 15 and GSO.</p>
2950	06/15/2021	<p>District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930.</b></p>
2960	06/15/2021	<p>All positions that require District 1 (D1) funding must have a Request for Funding (RFF) submitted to the Finance Committee prior to the July Finance Committee Meeting for review and incorporation into the D1 proposed budget for the upcoming year. All RFFs and the proposed D1 budget will be to be presented the D1 body for review and discussion at the September D1 General Service Business Meeting. The proposed D1 budget will be presented for approval at the October D1 General Service Business Meeting.</p>
3020	09/21/2021	<p>D1 follow the required federal and state procedures as outlined below.          *Note for more detailed filing information, such as addresses and due dates, refer to the D1 Finance Committee Legacy of Service. If the Finance Committee and Treasurer need 3rd party help to completing any of these tasks, they should proactively source professional</p>

		<p>assistance and follow district procedures on submitting those costs to the body for approval.</p> <p>1) IRS Filing: The D1 Treasurer will provide annual total revenue (contributions) verification to the Finance Committee as soon as possible in January, but no later than February 15th each year. The D1 Finance Chairperson in coordination with the D1 Treasurer will file the required documents with the IRS annually.</p> <p>2) State Corporate Filing The D1 Finance Committee Chairperson in coordination with the D1 Treasurer ensures the Florida Corporate Annual Registration for District 1 General Service, Inc. is completed annually by the due date and in compliance with their current regulations.</p> <p>3) Florida Consumer Exemption Certificate for Sales Tax The D1 Finance Chairperson in coordination with the D1 Treasurer will renew the Consumer Exemption Certificate for Sales Tax every five years or in accordance with their current regulations.</p>																																																																																								
3040	10/19/21	<p>The Finance Committee, after due consideration and input from all Officers and Committee Chairs involved, presented this 2021 budget for approval.</p> <table><tr><th colspan="2">2021 RFFs</th><th colspan="2">2021 Breakdown</th></tr><tr><th>Officer/Committee</th><th>Budget Amount Requested</th><th>Travel</th><th>Operating</th></tr><tr><td>District Chairperson</td><td>\$2,279.00</td><td>\$749.00</td><td>\$1,530.00</td></tr><tr><td>Alt Chairperson</td><td>\$70.00</td><td>\$0.00</td><td>\$70.00</td></tr><tr><td>Recording Secretary</td><td>\$949.00</td><td>\$749.00</td><td>\$200.00</td></tr><tr><td>Registrar</td><td>\$949.00</td><td>\$749.00</td><td>\$200.00</td></tr><tr><td>Alt Registrar New GSR Orient</td><td>\$440.00</td><td>\$0.00</td><td>\$440.00</td></tr><tr><td>Treasurer</td><td>\$1,779.00</td><td>\$749.00</td><td>\$1,030.00</td></tr><tr><td>Accessibilities</td><td>\$2,759.00</td><td>\$749.00</td><td>\$2,010.00</td></tr><tr><td>Archives</td><td>\$2,364.00</td><td>\$749.00</td><td>\$1,615.00</td></tr><tr><td>Corrections</td><td>\$1,129.00</td><td>\$749.00</td><td>\$380.00</td></tr><tr><td>Current Practices</td><td>\$929.00</td><td>\$749.00</td><td>\$180.00</td></tr><tr><td>DCM Coordinator</td><td>\$13,737.00</td><td>\$13,482.00</td><td>\$255.00</td></tr><tr><td>Events</td><td>\$2,300.00</td><td>\$0.00</td><td>\$2,300.00</td></tr><tr><td>Finance</td><td>\$954.00</td><td>\$749.00</td><td>\$205.00</td></tr><tr><td>Grapevine</td><td>\$1,209.00</td><td>\$749.00</td><td>\$460.00</td></tr><tr><td>Literature</td><td>\$1,204.00</td><td>\$749.00</td><td>\$455.00</td></tr><tr><td>PI/CPC</td><td>\$1,230.00</td><td>\$749.00</td><td>\$481.00</td></tr><tr><td>Treatment</td><td>\$1,904.00</td><td>\$749.00</td><td>\$1,155.00</td></tr><tr><td>Website</td><td>\$1,089.00</td><td>\$749.00</td><td>\$340.00</td></tr><tr><td>TOTAL</td><td>\$37,274.00</td><td>\$23,968.00</td><td>\$13,306.00</td></tr><tr><td></td><td></td><td>64.3%</td><td>35.7%</td></tr></table>	2021 RFFs		2021 Breakdown		Officer/Committee	Budget Amount Requested	Travel	Operating	District Chairperson	\$2,279.00	\$749.00	\$1,530.00	Alt Chairperson	\$70.00	\$0.00	\$70.00	Recording Secretary	\$949.00	\$749.00	\$200.00	Registrar	\$949.00	\$749.00	\$200.00	Alt Registrar New GSR Orient	\$440.00	\$0.00	\$440.00	Treasurer	\$1,779.00	\$749.00	\$1,030.00	Accessibilities	\$2,759.00	\$749.00	\$2,010.00	Archives	\$2,364.00	\$749.00	\$1,615.00	Corrections	\$1,129.00	\$749.00	\$380.00	Current Practices	\$929.00	\$749.00	\$180.00	DCM Coordinator	\$13,737.00	\$13,482.00	\$255.00	Events	\$2,300.00	\$0.00	\$2,300.00	Finance	\$954.00	\$749.00	\$205.00	Grapevine	\$1,209.00	\$749.00	\$460.00	Literature	\$1,204.00	\$749.00	\$455.00	PI/CPC	\$1,230.00	\$749.00	\$481.00	Treatment	\$1,904.00	\$749.00	\$1,155.00	Website	\$1,089.00	\$749.00	\$340.00	TOTAL	\$37,274.00	\$23,968.00	\$13,306.00			64.3%	35.7%
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		Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b>
		<b>g. Literature</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
		<b>h. Public Information/Cooperation with the Professional Community (PI/CPC)</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
60	12/19/87	That Big Books be supplied to libraries in District 1, or replaced where necessary, so that each library will have two copies.
		<b>i. Treatment</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
2240	12/12/15	Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b>
		<b>j. Website</b>
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
2920	04/20/21	<p>1.To allow ELYK Innovation LLC to perform site design work with a scope to complete the <u>redesign and consolidation</u> of both the D1 Archives and D1 main sites into a single, updated, manageable website that addresses the needs of both.</p> <p>2.Request an ongoing hosting and support budget for the new website of \$100.00 per month for services to include monthly hosting, 99.9% uptime guarantee, daily backups with 7-day history, all monthly WordPress updates, one hour of additional maintenance time to use as we need per month, Word Fence Security, Google Analytics, ADA Compliance, and SSL certificate.</p> <p>3.Identify the web committee members that will work directly to communicate the requirements for the new site based on District input and ideas to modernize and make all information easily accessible to AA members in our district.</p>

		4.Officially recognize the D1 Chairperson, in collaboration with the D1 Website Chair, as being in charge of content management post site completion.
2970	07/20/21	District 1 (D1) standardize of all D1 emails to the following format:A15D1Position@district1aapinellas.org



## F. Annual Committees

		<b>1. General Provisions</b>
1170	09/12/98	The Chairpersons and Alternates for the Carry the Message Day and Founders Day Dinner shall be elected from within and by the D1 Committee at the monthly meeting following each event.
1230	09/12/98	All members of the D1 Committee can vote on motions and can make motions.
2840	11/17/20	District 1 Annual Committee Chairpersons are <b>not</b> eligible to vote.
2260	06/11/16	In the pursuit of financial transparency, all D1 Standing Committees will provide receipts for all expenditures of District 1 funds.
2240	12/12/15	Standing Committees may be disbursed up to a 25% draw per quarter of their annual budgeted operating expenses. If at any time, funds are required that exceed the 25% per quarter increment, the Standing Committee Chair shall produce documentation and/or invoices to the District Treasurer for further consideration based on available funds and in consideration of District Committee needs. <b>Furthermore, each Standing Committee will provide a Treasury report as a part of their required Committee report at each District monthly business meeting.</b>
2150	09/14/13	That all business meeting reports be submitted to the D1 Secretary in writing or by e-mail immediately after the report is given at the D1 Business Meeting and no later than 2 days after the business meeting. Reports received after this time will not be included in the monthly minutes. Amended by motion 2260 dated 07/21/20.
1350	09/11/99	Standing and or annual Committee may present floor motions that require no second.
1560	12/02/00	That the requirement to attend the South Florida Area Quarterly be removed from the following District 1 Committees: Carry the Message Day and Founder's Day.
1570	12/02/00	That the expense stipend for attendance at the South Florida Area Quarterly not be paid to the following D1 Committee Chairpersons: Carry the Message Day, Founder's Day.

## G. Area 15 Quarterly

		<b>1. Attendance</b>
720	12/11/93	Line of succession of D1 Officers, in case of unexpected absence of D1 Chair or Alt. Chair at the A15 Assemblies and/or D1 meeting: 1. Registrar, 2. Treasurer, 3. Secretary.
1560	12/02/00	That the requirement to attend the South Florida Area Quarterly be removed from the following District 1 Committees: Carry the Message Day and Founder's Day.
1570	12/02/00	That the expense stipend for attendance at the South Florida Area Quarterly not be paid to the following D1 Committee Chairpersons: Carry the Message Day, Founder's Day.
		<b>2. Voting</b>
720	12/11/93	Line of succession of District 1 (D1) Officers, in case of unexpected absence of D1 Chair or Alt. Chair at the A15 Assemblies and/or D1 meeting: 1. Registrar, 2. Treasurer, 3. Secretary.
730	12/11/93	In the absence of a DCM at the South Florida Area quarterlies, the DCMs Alternate may vote in his/her place, representing his/her subdistrict.
960	03/14/98	In all elections, a person has only one vote (1) regardless of the number of positions they hold. All persons must be present to vote. No voting member of D1 is allowed to hold more than one position that carries a vote. Amended by motion 2500 dated 11/11/19.
		<b>3. Funding</b>
1910	09/09/06	A person who is reimbursed by District 1 for attending South Florida Area Quarterlies will receive such reimbursement unless that person is otherwise reimbursed.
2460	07/16/19	That D1 funding for A15 Assembly attendance be amended to pay for parking and travel up to \$50 per quarterly event. Funded individuals can elect to stay or have travel and parking expenses reimbursed in conjunction with D1 Current Practices regarding reimbursement and budgeting practice.
1560	12/02/00	That the requirement to attend the South Florida Area Quarterly be removed from the following District 1 Committees: Carry the Message Day and Founder's Day.
1570	12/02/00	That the expense stipend for attendance at the South Florida Area Quarterly not be paid to the following D1 Committee Chairpersons: Carry the Message Day, Founder's Day.
2880	02/16/21	D1 Intergroup Liaison be funded to attend the South Florida A15 Quarterly Assemblies for one's night's lodging and mileage at the current reimbursement rate. The D1 Intergroup Liaison will be required to attend the Saturday Intergroup/Central Office meeting to

		receive reimbursement. The D1 Liaison will be held to the same attendance requirements for both D1 General Service Business Meetings and A15 Quarterlies as Officers, DCMs and Standing Committee Chairpersons.
2950	06/15/21	District 1 (D1) will fund D1 Officers, DCMs, DCM Coordinator, Standing Committee Chairs and the D1 Intergroup Liaison for the following expenses incurred by attendance at Area 15 (A15) Quarterlies and who do not receive funding from any other source. One night's lodging and mileage. The annual travel rate will be determined by the Finance Committee and provided to each funded D1 servant for inclusion on their annual RFF. The travel budget is based on the scheduled Area 15 quarterlies room rate plus the IRS per/mile allowance rate for charitable organizations. <b>Replaces Motion 1930.</b>

## H. Other Servants

		<b>1. District Committee Member (DCM) Coordinator</b>
2290	03/18/17	<p>District 1 establish the position of District Committee Member (DCM) Coordinator.</p> <ul style="list-style-type: none"> <li>• Planning and hosting of regular workshops for District Committee Members and Alternate District Committee Members with special attention devoted to onboarding new District Committee Members and Alternate District Committee Members.</li> <li>• Assistance to District Committee Members in obtaining group information</li> <li>• Assistance to District Chair in ensuring that District Committee Members understand the annual process of informing General Service Representatives of Conference Agenda background material</li> <li>• Coordination with District Registrar to maintain an updated List of Sub-Districts in District 1 and the A.A. groups within Sub-Districts</li> <li>• Monitoring of changes in A.A. group location within the District, and when necessary, coordination with the District Chair and others to consider redrawing Sub-District boundaries to ensure even distribution of DCMs to better serve the groups</li> <li>• Encouragement of General Service Representatives, upon completion of their rotation, to consider standing for Alternate Committee Member to better ensure that Alternate Committee Member and District Committee Member positions are filled</li> <li>• Assistance to the District Chair in planning and hosting District 1 Officers/DCMs/Standing Committee Chairs meetings</li> <li>• Attendance at all District business meetings and reporting on activities since the previous business meetings</li> <li>• Attendance at the DCM sharing session at Area 15 Quarterly assemblies</li> <li>• Coordinate DCMs to be greeters at each District meeting. Suggested qualifications for the District Committee Member (DCM) Coordinator include: <ul style="list-style-type: none"> <li>• A minimum of four years of continuous sobriety</li> <li>• A minimum of three years of General Service experience</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Service as a District Committee Member for a full two-year term</li> <li>• Time and energy to properly serve the District</li> <li>• The District Committee Member (DCM) Coordinator, a funded position, shall be appointed by the District Chair to serve a two-year term concurrent with the existing Panel.</li> </ul>
		<b>2. District 1 Intergroup Liaison</b>
2850	11/17/20	<p><b>ELECTION/TERM:</b> District 1 Liaison to the Pinellas County Intergroup is elected by the District 1 Committee to serve a two-year term that runs concurrent with the District 1 Officers and is a voting member of the District 1 Committee. <b>POSITION DESCRIPTION:</b> The District 1 Liaison to Pinellas County Intergroup is to share information and never to interject District 1 opinion into Pinellas County Intergroup decisions. <b>POSITION QUALIFICATIONS:</b> 3 years continuous sobriety. One-year previous General Service experience. <b>DUTIES/RESPONSIBILITIES:</b> Attend monthly District 1 General Service Business Meetings. Attend monthly Intergroup Meetings and Intergroup Representative meetings. Submit a monthly verbal report to the District 1 body and a written report to the District 1 Secretary for inclusion in the District 1 General Service Business Meeting minutes. Be available to the District Officers, DCMs, the Standing Committee Chairpersons, and all members of A.A. in the District as a resource for questions or issues concerning Pinellas County Intergroup. Participate in service workshops and give presentations when asked. Have a willingness to learn and apply the Twelve Steps, Traditions, and Concepts to the position. When asked, share information about the District 1 with Intergroup. Per District 1 motion 930 dated 09/13/97 the District 1 Liaison to Intergroup is not funded to attend the South Florida Area 15 Quarterly; however, is encouraged to participate when held virtually or locally, with no funding involved.</p>
2740	08/18/20	The District 1 Liaison to Intergroup is elected from within the D1 Committee to serve a 2-year term. This election is to be held in October of even numbered years. <b>*Amends Motion 1140</b>
2880	02/16/21	D1 Intergroup Liaison be funded to attend the South Florida A15 Quarterly Assemblies for one's night's lodging and mileage at the current reimbursement rate. The D1 Intergroup Liaison will be required to attend the Saturday Intergroup/Central Office meeting to receive reimbursement. The D1 Liaison will be held to the same attendance requirements for both D1 General Service Business Meetings and A15 Quarterlies as Officers, DCMs and Standing Committee Chairpersons.

		<b>3. Technology Ad Hoc Committee</b>
2870	01/19/21	<p>Web Committee representative, District 1 Registrar, three members of the district that are able to provide guidance on broad technology decisions either based on personal or professional interest in technology. Technology Ad hoc Committee Chairperson as selected by the District 1 Chairperson. Meetings will utilize conferencing technology so there should not be a monetary impact on the district. The committee would begin in January 2021 and meet at least quarterly for up to twelve months. Any recommendations would be brought Create a Technology Ad hoc Committee to evaluate and generate the overall technological strategy for District 1. Composition should include to the District 1 entire voting body for consideration. The necessity and effectiveness of the Committee will be reevaluated at the end of 2021.</p>
2920	04/20/21	<ol style="list-style-type: none"> <li>1. To allow ELYK Innovation LLC to perform site design work with a scope to complete the <u>redesign and consolidation</u> of both the D1 Archives and D1 main sites into a single, updated, manageable website that addresses the needs of both.</li> <li>2. Request an ongoing hosting and support budget for the new website of \$100.00 per month for services to include monthly hosting, 99.9% uptime guarantee, daily backups with 7-day history, all monthly WordPress updates, one hour of additional maintenance time to use as we need per month, Word Fence Security, Google Analytics, ADA Compliance, and SSL certificate.</li> <li>3. Identify the web committee members that will work directly to communicate the requirements for the new site based on District input and ideas to modernize and make all information easily accessible to AA members in our district.</li> <li>4. Officially recognize the D1 Chairperson, in collaboration with the D1 Website Chair, as being in charge of content management post site completion.</li> </ol>