

# District 32, Area 67 Policies and Procedures



December 2016

## PREAMBLE

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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**Appendix A – Amendments to the Policies and Procedures Manual**

## FOREWORD

There are no ruling bodies in Alcoholics Anonymous, but there are special committees directly responsible to those they serve. It should, therefore, be recognized that the policies and procedures set forth in this manual for District 32 consolidate in one place the suggested procedures ratified by the majority of District 32 on (DATE, 2010). The Committee expresses its gratitude to those dedicated members, past and present, who gave of their time and effort to develop these guidelines for the betterment of Alcoholics Anonymous in District 32, Area 67.

The policies and procedures set forth herein may be amended by future standing district committees in the exercise of their "right of decision." It is suggested that each change be the result of an informed group conscience, striving for substantial unanimity, and in the spirit of true A.A. unity, service, and recovery. This manual is intended to be a constant reference, both in and out of District Committee meetings.

For further reference, see current AA Service Manual, the AA Group pamphlet, and/or the SETA Policies and Procedure Manual (see website: [www.aa-seta.org](http://www.aa-seta.org)). Although each entity is autonomous, District 32 strives to stay within the spirit of the Twelve Traditions of Alcoholics Anonymous and the Twelve Concepts of Service.

### ***Amendments to these Policies and Procedures***

Any proposed amendments to this document shall be submitted in writing to the DCM with a copy to the Secretary at least one week prior to the next district meeting to be presented to the district committee for consideration during the meeting. Any amendments that receive a substantial unanimity (2/3) of the district committee's conscience will be considered ratified and will be included in Appendix A of this document. The date of ratification will be added to the amendment prior to its being filed as part of this record.

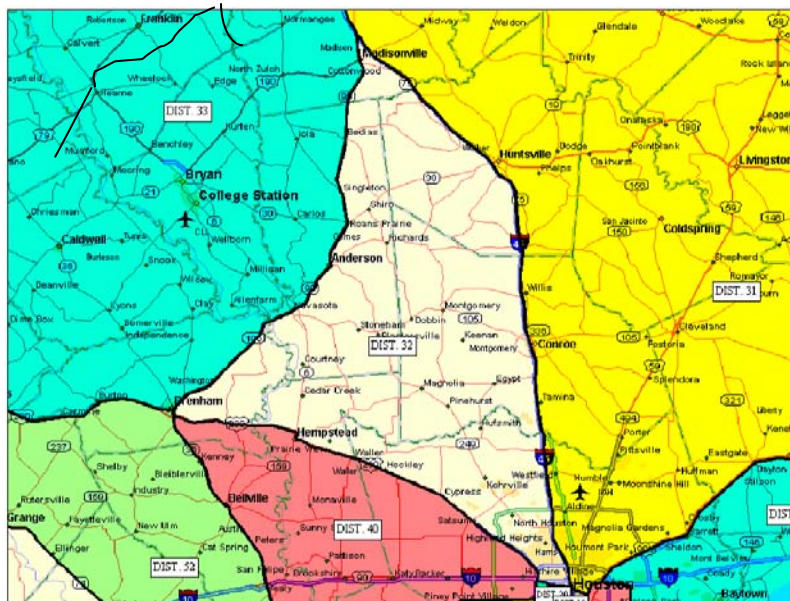
## 1.0 DISTRICT DESCRIPTION

District 32 is a geographical territory within the Southeast Texas Area 67 of Alcoholics Anonymous. The definition and delineation of these boundaries require agreement with bordering Districts and the approval of the Southeast Texas Area Assembly.

The District Committee is responsible to serve all the registered groups residing in this geographical territory. These groups are responsible to support this District and participate in the activities conducted to help carry the message.

Any changes in the District 32 boundaries deemed necessary should be carefully considered before enacting, keeping in mind that changes to Group, District or Area records require a significant amount of work and expense for the District, Area, and General Service Office (GSO). District boundaries bordering the Area boundaries cannot be changed until the affected adjacent Area gives consent for the change.

## 1.1 DISTRICT 32 Physical Boundaries



District 32 is located North - Corner of Hwy 90 and I-45, north of Madisonville. East - Corner of Hwy 90 and I-45, north of Madisonville, I-45 south to Franklin St. in Houston South - Corner of I-45 & Franklin, Franklin west to Washington, Washington west to I-10, I-10 west to 610, 610 north to Hwy 290, Hwy 290 west to Hwy 105 in Brenham West - Corner of Hwy 290 & Hwy 105, Hwy 105 north to Hwy 90 in Navasota, Hwy 90 north to I-45, north of Madisonville.

## 1.2 District Committee Members

The district committee shall consist of:

- Current Group Service Representatives (GSRs) of GSO-registered groups within the district boundaries.
- District Officers
  - District Committee Member (DCM)
  - Alternate DCM
  - Secretary
  - Treasurer
  - Registrar
  - Newsletter
- District Standing Committees
  - Archives
  - Correctional Facilities (CFC)
  - Grapevine
  - IT
  - Literature
  - Multilingual
  - Public Information/ Cooperation with the Professional Community (PI/CPC)
  - Treatment Facilities (TFC)
- All past DCMs and past Area Delegates residing within the district

It is suggested that each trusted servant have an alternate to help execute the position duties.

Any member of Alcoholics Anonymous is welcome to participate in the District's work. Any member of Alcoholics Anonymous is welcome to attend the monthly business meeting. Such attendees may be given a voice, but cannot vote on District business.

## 1.3 District Committee Operations

This section is a compilation of procedures and processes from the experience of the district committee. It is the "who, what, where, when, why and how" of the conduct of District 32 business. As in any business of AA, these guidelines can be changed at any time with informed discussion and vote of approval by substantial unanimity (2/3) of the district committee's conscience.

### **1.3.1 District Meeting**

#### ***Schedule Meeting Time and Place***

The district shall meet monthly at a time and place approved by the district committee. Currently, district meetings are held at 12:00 on the second Sunday of the months, at the non-smoking facilities of the Champions Club (14340 West Sylvanfield Drive Houston, TX 77014). The meeting shall be of a sufficient duration to effectively conduct the business of the district committee.

#### ***Meeting Responsibilities***

The district committee meeting will be chaired by the DCM or, in his/her absence, by the Alternate DCM. The DCM facilitates the meeting to accomplish agenda items while ensuring that there is sufficient time allotted for each agenda item to be discussed such that members may make an informed decision.

The DCM will prepare an agenda of District 32 business and forward it to the district committee and other interested parties prior to the monthly meeting. The agenda will consist of introduction of members (roll call), approval of the minutes of the previous meeting, the Treasurer's report, committee reports, group reports, unfinished (old) business, and new business. Additional items, special projects, and the order of presentation of the agenda items are at the discretion of the DCM.

The District Secretary will prepare the minutes in summary form, and issue them to the DCM for review and approval, prior to their distribution. Upon approval by the DCM, the secretary will distribute the Minutes and agenda by email or the postal system at least one week prior to the scheduled monthly district meeting. The distribution list is maintained and provided by the Secretary.

The Treasurer will maintain the District's financial records and provide monthly financial report to the District committee. The Treasurer and the DCM are signatories to the District 32 bank account and maintain the account's ATM cards for approved district expenses. The DCM and Treasurer are accountable and responsible to safeguard district funds and to fund only those expenses that have been approved by substantial unanimity of the district conscience (e.g., at a district meeting). Every attempt should be made to distribute the Treasurer's report to the active committee members in advance of the monthly meeting.

District Standing Committee Chairs will be responsible for such activities within the District and present reports of same to the District committee.

### **1.3.2 District Business Voting**

Only District 32 Committee members (see Section 1.2, above) are eligible to vote on District business. A count of eligible voters may be taken by the Secretary. If polled, count should be incorporated into the records.

All District business requiring membership approval should be determined by striving for substantial unanimity. The Minority Opinion should always be asked for, voiced, and heard.



The District Officers, through the 12 Concepts of Alcoholics Anonymous, may exercise the rights, duties and responsibilities of their positions outside the District committee meeting if circumstances require immediate action.

Voting Procedures should follow the guidelines used by the General Service Conference, and be done in the spirit of the Roberts Rules of Order as adopted by the Area 67 Assembly (see SETA P&PM).

### 1.3.3 District Elections

#### *Timing*

Election of District Officers and Standing Committee Chairs shall take place every two years and coincide with the Area 67 elections. Area 67 conducts elections in October in the even years of the designated two-year Panel. District 32 conducts elections in September of same year so that the new District Officers may have the opportunity to attend the Southwest Regional AA Service Assembly (SWRAASA) customarily held on the second weekend of October.

#### *Procedure*

- The District Officers will be elected according to the Third Legacy Procedure of Alcoholics Anonymous and as described and outlined in the Area 67 Policy and Procedures manual and the AA Service Manual.
- The District Standing Committee Chairs shall be elected by substantial unanimity of the total votes cast.
- All **General Service Representatives** of registered groups within the District boundaries are elected at their respective Group elections. Groups are urged to hold their elections to coincide with the District's and/or Area's election schedule(s).

#### *Eligibility to Vote*

All current District 32 committee members (see 1.2, above) may vote in district elections. Any other members of Alcoholics Anonymous are welcome to attend the District elections but are not eligible to vote.

#### *Qualifications*

It is suggested that:

- The District Committee Member, Treasurer, and their Alternates:
  - Have two or more years of current continuous sobriety
  - Have group and District service experience
  - Have a working knowledge of the Traditions and Concepts
  - Have sufficient time and means to serve (see the position's job description);
  - May serve in any position no more than one full term.

- District Secretary and/or District Standing Committee Chairs:
  - Have one or more years of current continuous sobriety
  - Have current or previous group or District service experience
  - Have some previous experience pertaining to the specific job description
  - Have sufficient time and means to serve (see the position's job description)
  - May serve in any position no more than one full term.

***Termination or Resignation of Service***

Attendance at district meetings is a requirement of service as a member of the district committee. Two consecutive absences from district meetings will constitute stepping down from the trusted servant position (Officer or Standing Committee Chairs). If no alternate for the position is available or willing to stand for the position, the position will be filled by vote at the next committee meeting. Special circumstances may warrant an exception to this rule, as determined by substantial (2/3) unity of the district conscience.

Should an officer or standing committee chair find it necessary to resign their position, the replacement for that committee position shall be by stated voting procedures.

***Suggested practices:***

- It is a privilege to be of service to Alcoholics Anonymous.
- All service positions should be actively occupied for the good of the suffering alcoholic (see Tradition Five).
- Inactive officers and standing committee chair deprive another member the opportunity to be of service.

## 2.0 DISTRICT FINANCIAL CONSIDERATIONS

### ***Banking***

- District 32 operates as a not-for-profit organization.
- An account in the name of District 32 is maintained in a FDIC-approved institution.
- All District 32 expenditures must have prior District Committee approval.
- Authorized signatories are arranged after elections and confirmed by the approved minutes of such election. District positions authorized are DCM and Treasurer.
- The fiscal year is on an annual basis (1/1 through 12/31).
- Monthly reports are submitted to the District committee by the Treasurer.

### ***Budget***

In keeping with our Seventh (7<sup>th</sup>) Tradition of Self-Support, District 32 encourages active participation of any and all members in service work and will strive to support necessary activities in keeping with our Fifth (5<sup>th</sup>) Tradition.

- Each District trusted servant should submit an expense budget to be prepared yearly for the funding of proposed general service activities of the next year. When unforeseen opportunities arrive, a special proposal may be made to the District Committee for approval.
- Budgets are to be submitted to the District committee within the last quarter for voting approval by year-end.
- A balanced budget shall be presented based on actual group contributions received in last twelve months ending December 31.
- The District operating budget will be compiled by the Treasurer and/or a Budget Committee.
- Realizing a budget is only a plan, the Treasurer will maintain the District 32 funds to preserve good financial health and keep the District Committee informed.
- If a member of District 32 requires funding for an unbudgeted expense, the item should be presented to the District committee for voting approval and possible reimbursement.

### ***Accountability:***

All expense items incurred on behalf of the District shall be verified with receipts of expenditure. All revenue items received on behalf of the District shall conform with A.A.'s Seventh (7<sup>th</sup>) Tradition.

District 32 maintains a prudent reserve fund. This fund is included in the operating account but is a separate line item in the financial statement. The Prudent Reserve is used in an event requiring the District to cover expense obligations without having the necessary available operating funds.

Monthly written reports of revenue and expense items will be presented to the District Committee by the Treasurer. All records for current year shall be made available at the monthly meeting for inspection by any member of the District.

In the spirit of self-support, it is suggested that each Group fund and support their GSR for attendance at Regional, Area, District, and group service functions, within the Group's budget.

## **3.0 DISTRICT 32 SERVICE POSITION DESCRIPTIONS**

For full description of responsibilities, please read the AA Service Manual, Area 67 SETA Policy & Procedure manual (see [www.aa-seta.org](http://www.aa-seta.org)), Committee Workbooks, Guide Lines, and The AA Group Pamphlet, (P- 16).

### **3.1 General Duties of All Trusted District 32 Servants**

- Attend all District 32 monthly meetings and Area Quarterly Assemblies during one's rotation
- Present written reports to the District Committee of activities performed
- Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5<sup>th</sup>) Tradition
- Maintain records appropriate to position and activities; these records are to be passed on upon rotation of the position
- Promote general service activities in groups within the District and at the District level
- Conduct a minimum of one workshop each year
- Have frequent contact with groups within District each year within one's rotation.

### **3.2 Specific Duties**

#### **3.2.1 District Committee Member (DCM)**

- Chairperson of the District Committee meeting;
- Is a member of the Area Committee (refer to AA Service Manual, chapter 3);
- Has frequent contact with GSRs and groups, by various means available;
- Keep District committee and groups informed on activities of National, Regional, Area, and District levels.
- Maintains District Meeting Book initiated in 2006, ensuring accuracy and supply.
- See SETA District Committee Member (DCM) Job Description

#### **3.2.2 Alternate District Committee Member (Alt. DCM)**

- In absence of DCM, assumes duties of the role of DCM;
- Assists and trains with the DCM and those duties;
- Coordinates District 32 workshops and is the single point of contact reporting to the District membership on those workshops.

#### **3.2.3 District Secretary**

- Maintains Minute Books for past and current rotation;
- Maintains roster and distribution list for current rotation;
- Distributes minutes and roster by appropriate methods on timely basis.

### **3.2.4 District Treasurer**

- Compiles District annual budget
- Ensures accountability of finance considerations (refer to Ref 2.0 District Financial Considerations)
- Maintains District's funds and writes no rubber checks.
- Assists the groups in the practice and understanding of our Seventh (7<sup>th</sup>) Tradition.

### **3.2.5 Registrar**

- Keeps current roster of Groups in District 32 and members of the District Committee.
- Assists New GSRs and Groups in registering with GSO and Area 67.

### **3.2.6 Newsletter Chair**

- Compiles District 32 Newsletter to better inform all members of events with in the district.

### **3.2.7 District Standing Committee Chairs**

#### ***Archives***

- Attends Area Archive Committee meetings
- Chairs the District 32 Archives Committee
- Helps to keep the District 32 records straight and ensures that materials are provided to the Area Archives committee at least once each two-year rotation
- Assists the groups with the understanding and preservation of their history; helps to develop group histories
- Provides a report on current activities at District 32 monthly meetings

#### ***Correctional Facilities (CFC)***

- Attends Area CFC Committee meetings
- Chairs the District 32 CFC Committee
- Encourages groups' participation of Twelfth (12<sup>th</sup>) Step and service for the alcoholic inmates in jails and prisons, and those about to be released
- Maintains contact with the local jails and prisons within the District
- Assists the groups with the understanding and preservation of this twelfth step work
- For further detail, see [www.aa-seta.org/correctional](http://www.aa-seta.org/correctional) page/job description.
- Provides a report on current activities at District 32 monthly meetings

***Grapevine***

- Attends Area Grapevine Committee meetings
- Chairs the District 32 Grapevine Committee
- Assists groups and District servants with information about subscribing and/or contributing articles or photos.
- Provides a report on current activities at District 32 monthly meetings

***IT***

- Attends Area IT Committee meetings
- Chairs the District 32 IT Committee
- Keeps the District 32 Webpage up to date

***Literature***

- Attends Area Literature Committee meetings
- Chairs the District 32 Literature Committee
- Keeps groups and District 32 informed about conference-approved books and pamphlets
- Assists groups and District 32 servants with literature ordering for workshops and events

***Multilingual***

- Encourage participation at both English and Spanish events within the district.
- Chairs the District 32 Multilingual Committee
- Attend the monthly D32 meeting which meets the second Sunday of the month at 12:30 pm.
- Attend the monthly MLC meeting which meets the first Thursday on the month at 7:30 pm.
- Inform when necessary the events and activities are being held within the SETA.
- Translate any flyers or reports when needed.
- Work with the other districts committees to encourage participation at workshops, events, etc.
- Maintain as much involvement as possible within both communities

***Public Information / Cooperation with the Professional Community (PI/CPC)***

- Attends Area PI and CPC Committee meetings
- Chairs the District 32 PI/CPC Committee
- Develops and maintains a list of relevant professional contacts (e.g., medical professionals, legal professionals, enforcement officials, teaching professionals, and social services)
- Attends local health fairs and such, as needed
- Provides a report on current activities at District 32 monthly meetings

***Treatment Facilities (TFC)***

- Attends Area Treatment Facilities Committee meetings
- Chairs the District 32 Treatment Facilities Committee
- Maintains roster of and contacts with local treatment facilities within District 32 boundaries.
- Provides a report on current activities at District 32 monthly meetings



## **APPENDIX A – AMENDMENTS**

1. Title:	Date:
2. Title:	Date:
3. Title:	Date: