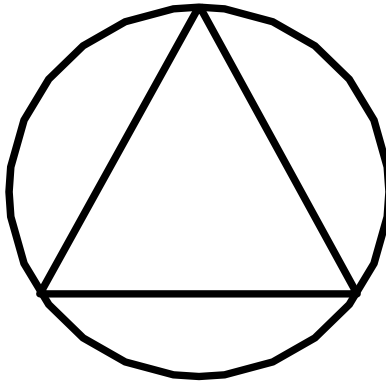


# **POLICIES AND PROCEDURES MANUAL**



***FIRST EDITION***

*Amended on Nov. 20, 2016*

**SOUTHEAST TEXAS AREA 67**

**DISTRICT 70**

**PREAMBLE  
TO  
ALCOHOLICS ANONYMOUS**

*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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## **FOREWORD**

*There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should, therefore, be recognized that the guidelines set forth in this manual for the District Committee simply consolidate in one place the suggested procedures ratified by the majority of the District groups participating at the time of this edition. These guidelines are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Service Manual of Alcoholics Anonymous.*

*Subsequent District Committees may, of course, decide to exercise their "right of decision" and amend the suggested guidelines set forth herein. It is hoped, however, that each change will be as the result of an informed group conscience and in the spirit of true A.A. Recovery, Unity, and Service.*

## **PREFACE**

*This is the first edition of the "Policies and Procedures Manual" of Southeast Texas Area 67, District 70. This document was approved by the District Committee in June 12, 2011 \_\_\_\_\_...*

*The District Committee wishes to express its gratitude to those dedicated members, past and present, who gave of their time and effort to develop these guidelines.*

**PREAMBLE**  
**TO SOUTHEAST TEXAS AREA 67, DISTRICT 70**  
**POLICIES AND PROCEDURES**

*District 70 of the Southeast Texas Area Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of any or all A.A. Groups in District 70 of the Southeast Texas General Service Conference Area. In the course of its deliberations and discussions, the District Committee shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and the A.A. Service Manual and shall strive to be the true voice and group conscience of the District.*

*Service shall be the District Committee's primary purpose, and the Committee shall encourage all Groups to participate in the business of the District Committee and to support the Southeast Texas Area Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.*

*The District Committee is specifically charged with the duty of electing a District Committee Member (DCM) to the Southeast Texas Area Assembly and to give the DCM financial support to assist him or her in the course of the duties of the office. The District Committee is further charged with electing an Alternate District Committee Member to the Southeast Texas Area Assembly and such District Officers, as it deems necessary.*

## **THE DISTRICT COMMITTEE**

*The District Committee is made up of the following elected members, each with full voting rights:*

1. *District Committee Member (DCM)*
  - a. *Local Committee Member (LCM)*
    1. *Zone 1- Crosby, Dayton, Channelview, Northshore, Anahuac, Baytown*
    2. *Zone 2- Pasadena, La Porte, Deer Park*
    3. *Zone 3- Webster, League City, Seabrook, Nassau Bay*
2. *Alternate District committee Member (Alt. DCM)*
3. *District Officers*
  - a. *Secretary*
  - b. *Treasurer*
4. *General Service Representatives (GSR)*
5. *Past DCMs of Southeast Texas Area 67, District 70*
6. *Chairpersons to Southeast Texas Area 67, District 70 Standing Subcommittees or Liaison to Area Standing Committees*
  - a. *Archives Committee*
  - b. *Combined Cooperation with the Professional Community and Public Information Committee (CPC/PI)*
  - c. *Correctional Facilities Committee (CFC)*
  - d. *Grapevine*
  - e. *Intergroup*
  - f. *Literature Committee*
  - g. *Multi-Lingual Committee*
  - h. *Treatment Facilities (TFC)*
  - i. *District Newsletter*
  - j. *District Webmaster*

*Note: 1 All Alternates will have full voting privileges only in the absence of the elected primary member.*

*Note: 2 Any District Officer or Alternate District Officer of the Committee or any GSR or Alternate GSR serving a group in the District may stand for a District Committee chairperson position or a liaison position to an area standing committee as a secondary position on the District Committee. The only requirement being that in doing so they remain willing to adhere to the following statement from our literature. "With membership comes the right to vote upon issues that might affect the group and might also affect A.A. as a whole—a process that forms the very cornerstone of AAs service structure. As with all group-conscience matters, each A.A. member has one vote." The A.A. Group pg. 18*

*Note: 3 It is suggested that a person serve only one term (two years) in a given position. The only exception in Southeast Texas Area 67, District 70 being the non-rotating position of District Archives Committee Chairperson.*

## **RESPONSIBILITIES OF OFFICERS, CHAIRPERSONS, AND LIAISONS**

*The District Committee is charged with the responsibility to draft and maintain job descriptions and responsibilities for the District service positions. These shall be brought before the District Committee for final approval.*

### **DISTRICT COMMITTEE MEETINGS**

1. *The District Committee shall meet on a monthly basis.*
2. *Notices of future meetings and minutes of the previous meeting shall be e-mailed or made available at least 10 days prior to the next meeting.*

## **FINANCE**

(adopted by District AA 70 12 June 2011)

In order for the District Committee to fulfill its responsibilities to give financial assistance to the District Committee Member as prescribed in these guidelines, provide for mailing and publishing expenses, and other expenses of the District, necessary funds must be available. Each Group of Southeast Texas Area 67, District 70 is asked to voluntarily contribute to the District treasury. These contributions are not dues or levies, but are voluntary contributions

1. The District Treasurer, as directed and authorized by the District Committee, shall conduct all financial activities of Southeast Texas Area 67, District 70, including managing checking account and the filing of tax returns when required.
2. All checking and/or savings accounts should have the following on the signature cards: Treasurer, DCM, Alternate DCM, and Alternate Treasurer if that position has been filled.
3. Treasurer, DCM, Alternate DCM, and Alternate Treasurer, will have online access to status all accounts.
4. The District Treasurer is responsible for the possession and authorized usage of District debit card. Treasurer shall monitor debit card PIN and change as needed.
- 5.. Committee budget requests should be brought to the District for review and approval.
6. District Treasurer should maintain accurate and OPEN records of all district monies



## **ELECTIONS**

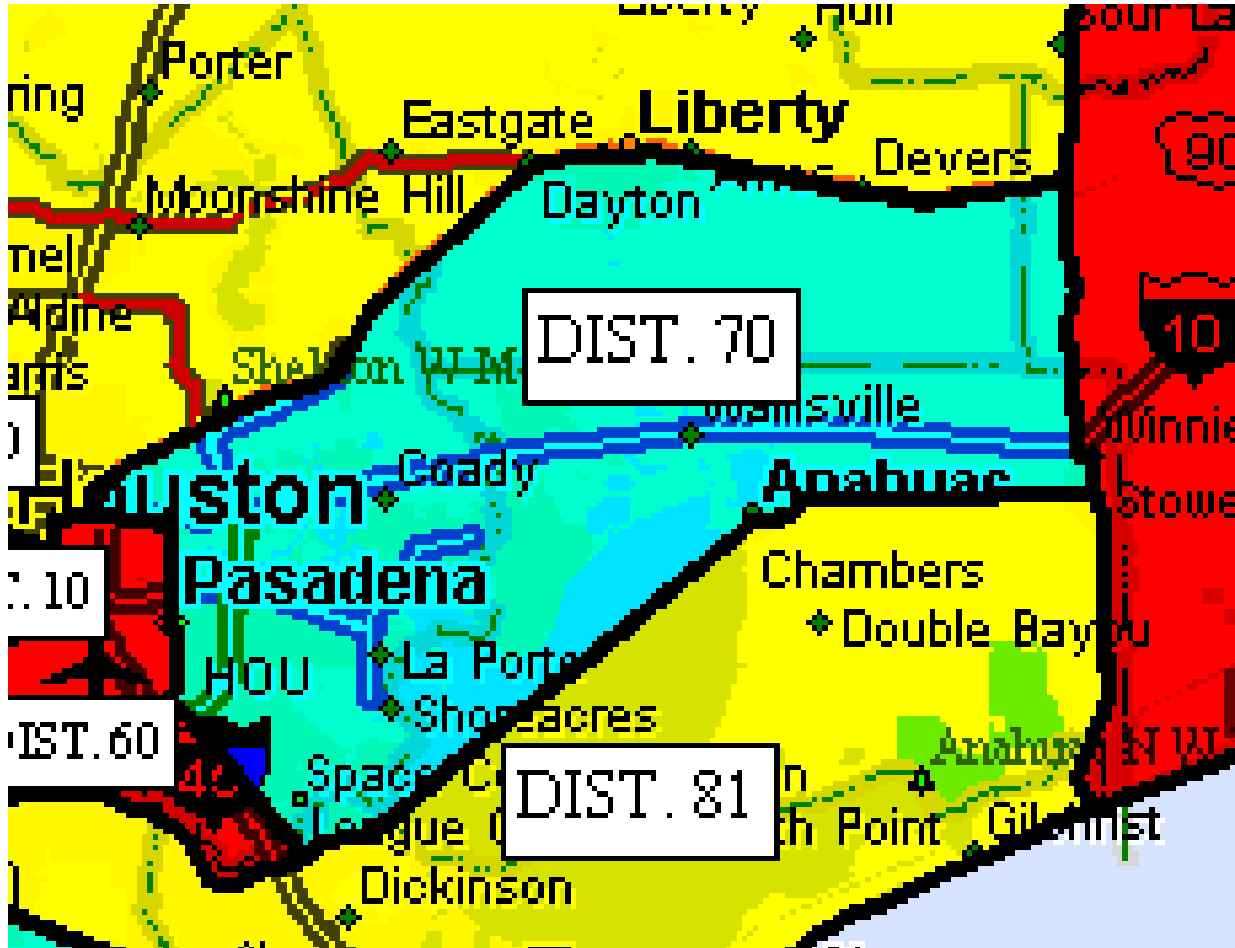
*Election of the District Committee Member, Alternate District Committee Member and Officers of Southeast Texas Area 67, District 70 shall take place biennially during the September committee meeting. Any member willing to stand for any District Committee or Chairperson/Liaison job must be present or submit their intention in writing. Nominations will be accepted from the floor. Voting procedures will be as follows:*

- 1. For the DCM and Alternate: Names of the members of the current District Committee who have a minimum of four years continuous sobriety and two years of service to the District will be posted and polled for their willingness to serve. In addition, any person meeting these criteria may advise the Committee of their willingness to serve.*
- 2. Balloting shall be as outlined in "Third Legacy Procedure" in the A.A. Service Manual for District Committee Member and Alternate District Committee Member.*
- 3. Any A.A. member with a suggested minimum of four years of continuous sobriety and two years of previous service in this District may advise the Committee of their willingness to serve as Treasurer or Alternate Treasurer to the District.*
- 4. Any A.A. member with a suggested minimum of two years of continuous sobriety and who resides in this District may advise the Committee of their willingness to serve as Secretary or Alternate Secretary to the District.*
- 5. Election of Officers, Chairpersons/Liaisons to standing committees, and their alternates will be determined by the person receiving the most votes, said votes to be cast by written ballot by those qualified voters present and voting at the time the election for each position is held.*
- 6. In the event any District Officer or Chairperson/Liaison is unable to complete their term for any reason, the Alternate shall assume that position. The duties of any vacant position will be assumed by the District Committee Member, Alternate District Committee Member, or Appointee until the following monthly meeting.*
- 7. In the event an elected Committee Officer or Chairperson/Liaison is absent from three consecutive committee meetings, the inactive Committee Officer or Chairperson/Liaison will be asked to resign the position if time does not permit him or her to carry out the responsibilities of the position. Upon such resignation, the position shall become open for election of a new Committee member and the position filled in compliance with the election procedures as enumerated in the above paragraphs one(1) through six (6).*

## **AMENDMENT PROCEDURES**

1. *Proposed amendments to these policies and procedures shall be submitted in writing to the District Secretary, with a copy to the District Committee Member, 21 days prior to the next business meeting.*
2. *The District Committee Member shall include the proposed amendment on the agenda of the next following business meeting, and at least 10 days prior to such meeting, a copy of the proposed amendment will be mailed to all GSRs with a request that each GSR be prepared to vote their group's conscience at the next business meeting.*
3. *A two-thirds majority of those voting shall constitute the adoption of the amendment.*
4. *All approved amendments shall be recorded in APPENDIX A of this document with the date of the approval by the Secretary.*

***Southeast Texas Area 67, District 70 Map***



***Southeast Texas Area 67, District 70 Boundary***

**DIST 70**

**North-** Corner of I-10 and Hwy 90 in Houston, Hwy 90 east to Hwy 365 west of Beaumont.

**East-** Corner of Hwy 90 and Hwy 365 west of Beaumont, Hwy 365 south and east to I-10, I-10 South to Hwy 124, Hwy 124 south to Hwy 65.

**South-** Corner of Hwy 124 and Hwy 65, west on Hwy 65 to Anahuac, a line from Anahuac west to Intersection of Hwy 146 and Hwy 518 in Kemah, Hwy 518 west to Hwy 3 in League City.

**West-** Corner of Hwy 518 and Hwy 3 in League City, Hwy 3 north to South Shaver in Pasadena, South Shaver north to Federal Rd, Federal Rd north to I 10, I-10 west to corner of I-10 and Hwy 90.

## **APPENDIX A**

*Amendment 1: Adopted on November 20, 2016*

*There were 6 items to this amendment, some just correcting typos.*

- 1. Adding date to cover page*
- 2. Correcting the term (recovery, unity & Service) on pg. 4*
- 3. Added date of 12 June 2011 to "approved by" on pg. 4*
- 4. On pg. 6 under LCM zone 2 added Deer Park & zone3 Nassau Bay*
- 5. On pg. 7 item 2 change from "shall be mailed" to "shall be e-mailed or made available"*
- 6. The district agreed to post corrected copy to the D-70 web-page.*