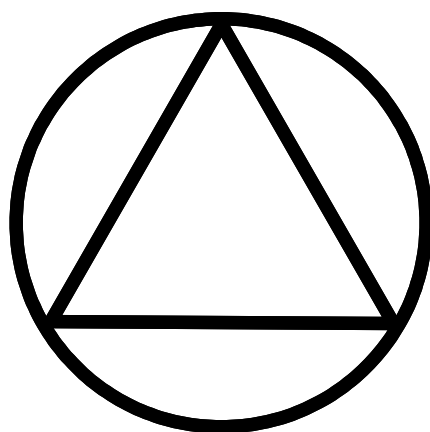


# **POLICIES AND PROCEDURES MANUAL**



***FIRST EDITION***

**SOUTHEAST TEXAS AREA 67**

**DISTRICT 82**

**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.

*AA GRAPEVINE*

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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 membership 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. Unity, Service, and Recovery.

## **PREFACE**

This is the first edition of the "Policies and Procedures" of Southeast Texas Area 67, District 82. This document was approved by the District Committee in March 2013.

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 DISTRICT 82 POLICIES AND PROCEDURES**

District 82 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 82 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 Committees 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 or appointed members, each with full voting rights:

1. District Committee Member (DCM)
2. District Officers
  - a. Secretary
  - b. Treasurer
3. General Service Representatives (GSR)
4. Past DCMs of District 82
5. Chairpersons to District 82 Standing Subcommittees or Liaison to Area Standing Committees
  - a. Archives Committee
  - b. Cooperation with the Professional Community Committee (CPC)
  - c. Correctional Facilities Committee (CFC)
  - d. Grapevine Committee
  - e. Intergroup Liaison
  - f. Literature Committee
  - g. Multi-Lingual Committee
  - h. Public Information Committee (PI)
  - i. Treatment Facilities Committee (TFC)
  - j. Information Technology Committee (IT)
  - k. Budget Ad Hoc Committee

Note 1: All Alternates will have full voting privileges only in the absence of the elected or appointed 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 pamphlet pg. 18

Note 3: It is suggested that a person serve only one term (two years) in a given position. The only exception in District 82 being the non-rotating position of District Archives Committee Chairperson.

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

The District Committee is charged with the responsibility of drafting and or maintaining job descriptions and responsibilities for the district service positions every two years.

### **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 mailed or emailed at least 10 days prior to the next meeting.

### **FINANCE**

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 Area 67 District 82 is asked to voluntarily contribute to the District treasury. These contributions are not dues or levies, but are voluntary contributions.

#### **FINANCE**

1. The District Treasurer, as directed and authorized by the District Committee, shall conduct all financial activities of Area 67 District 82, including the filing of tax returns when required.
2. All checking and/or savings accounts shall have the following on the signature cards: Treasurer and Alternate Treasurer, DCM and Alternate DCM and others approved by the District Committee.
3. All checks disbursed by the Treasurer will have two signatures.
4. The Budget Ad-Hoc Committee's responsibilities shall be: to prepare the proposed budget for the following calendar year; to study/review the needs of the district as a whole as they relate to income and expense; to insure a healthy but practical district financial status that honors the intent of the Seventh Tradition on self support.
5. The Budget Committee shall consist of a Committee chairman appointed by the DCM, the District Treasurer, and any District Committee member requiring funding for approved District service work.
6. District 82 shall not contribute funds to any other service entity outside of District 82. Service entities include other districts, areas, General Service Office, or Intergroup. However the District Committee may support A.A. Service Structure events or functions such as workshops, hospitality rooms, anniversaries, conventions,

## **ELECTIONS**

Election of the District Committee Member, Alternate District Committee Member and Officers of District 82 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 this criterion may advise the committee of their willingness to serve. See DCM and Alternate DCM Job Descriptions.
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. See Treasurer and Alternate Treasurer Job Description.
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. See *Secretary and Alternate Secretary Job Description*.
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 members of the District Committee 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 by the District Committee Member until the following monthly meeting.
7. In the event an elected committee officer or Chairperson/Liaison is absent from three consecutive committee meetings, that position shall become open for election of a new committee member.

## **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 or emailed 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. These amendments shall be recorded in the Policy and Procedure Manual by the Secretary.



## **APPENDIX A**

These are the amendments approved for the District 82 Policy and Procedure Manual, First Edition, by the District 82 Committee on January 2, 2010:

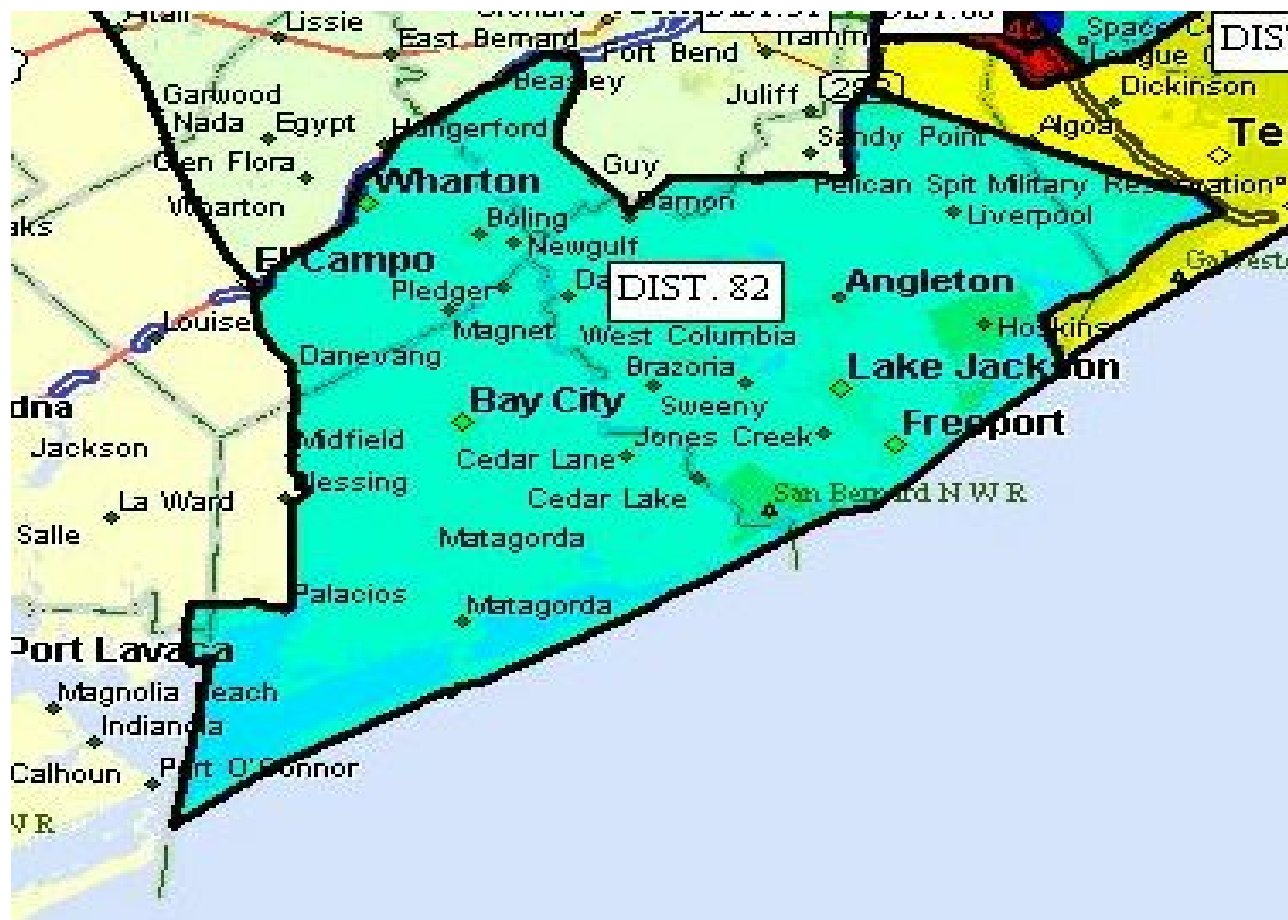
- 1) Section: District Committee, Item 5 - added Information Technology Committee
- 2) Section: District Committee, Item 5 - added "Committee" to d, h, and i
- 3) Section: District Committee, Item 5 - added "Liaison" to e
- 4) Section: Responsibilities of Officers, Chairpersons, and Liaisons - changed the paragraph to only one sentence
- 5) Section: District Committee Meetings, Item 2 - added "email" to the method of notifying GSRs
- 6) Section: Finance, Item 6 – added "Service entities include other districts, areas, General Service Office, or Intergroup. However the District Committee may support events or functions such as workshops, hospitality rooms, anniversaries or conventions."
- 7) Section: Elections – changed the District 82 Committee elections to the month of September
- 8) Section: Amendment Procedures, Item 2 – added "email" to the method of notifying GSRs
- 9) Section: Map – added a reprint statement to the map

**These are the amendments approved for the District 82 Policy and Procedure Manual, First Edition, by the District 82 Committee on March 3, 2013:**

- 10) Section: Preface, - Changed date of approval for these amendments to March 2013.**
- 11) Section: District Committee, Changed the first sentence to read "The District Committee is made up of the following elected or appointed members, each with full voting rights":**
- 12) Section: District Committee, Item 5 - Added Budget Ad Hoc Committee**
- 13) Section: District Committee, Note 1 - Changed the sentence to read "All Alternates will have full voting privileges only in the absence of the elected or appointed primary member."**
- 14) Section: District Committee, Note 2 – Changed resource reference to read "The A.A. Group pamphlet pg. 18"**
- 15) Section: Responsibilities of Officers, Chairpersons, and Liaisons - Changed the sentence to read "The District Committee is charged with the responsibility of drafting and or maintaining job descriptions and responsibilities for the district service positions every two years."**
- 16) Section: Finance, Item 2 – Strike the word or from the sentence "All checking and/or savings accounts shall have the following on the signature cards: Treasurer and Alternate Treasurer, DCM and Alternate DCM and ~~or~~ others approved by the District Committee."**

- 17) **Section: Finance, Item 6 – Changed the last sentence to read “However the District Committee may support A.A. Service Structure events or functions such as workshops, hospitality rooms, anniversaries or conventions.**
- 18) **Section: Elections, Item 1 – Corrected grammatical error “be” in the sentence.**
- 19) **Section: Elections, Item 1 – Added the sentence “See DCM and Alternate DCM job descriptions.”**
- 20) **Section: Elections, Item 3 – Added the sentence “See Treasurer and Alternate Treasurer job description.”**
- 21) **Section: Elections, Item 4 – Added the sentence “See Secretary and Alternate Secretary job description.”**
- 22) **Section: Elections, Item 5 – Changed the item to read “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 members of the District Committee present and voting at the time the election for each position is held.”**
- 23) **Section: Elections, Item 6 – Changed the last sentence to read “The duties of any vacant position will be assumed by the District Committee Member, Alternate District Committee Member or Appointee by the District Committee Member until the following monthly meeting.”**
- 24) **Section: Amendments Procedure, Item 4 – Changed the statement to read “All approved amendments shall be recorded in APPENDIX A of this document with the date of the approval. These amendments shall be recorded in the Policy and Procedure Manual by the Secretary.”**

**MAP**



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**DISTRICT 82 BOUNDARY**

- North** Corner of Hwy 71 and Hwy 59 south of El Campo, Hwy 59 east to Hwy 36 south of Rosenberg, Hwy 36 south to Hwy 1462 in Damon, Hwy 1462 east to Hwy 288, Hwy 288 north to Hwy 6.
- East** Corner of Hwy 288 and Hwy 6, south on Hwy 6 to Hwy 45, Hwy 45 south to the bay.
- South** Corner of Hwy 45 and mainland, west along the mainland to imaginary line from Three-league line south to Redfish Cove, west along the coast to league-line south of Palacios.
- West** Imaginary line north from Three-League Line to Matagorda County line in Palacios, Hwy 35 north to Hwy 71, Hwy 71 north to Hwy 59 south of El Campo.