

# **DISTRICT 31 POLICY & PROCEDURE MANUAL**



## **DISTRICT 31 AREA 67 SOUTHEAST TEXAS**

Revised February 2024

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# FORWARD

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 31 consolidate in one place the suggested procedures ratified by the majority of District 31 on August 17, 2008.

Subsequent District Committees may, of course, decide to exercise their "right of decision" and amend these policies and procedures set forth herein. 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.

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

# DISTRICT DESCRIPTION

District 31 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 31 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) of Alcoholics Anonymous.

District boundaries bordering the Area boundaries cannot be changed until the affected adjacent Area gives consent for the change.

## DISTRICT 31 Physical Boundaries

**North** – Corner of Hwy 977 & I-45, east of Leona, east to intersection of the northern boundaries of Polk & Tyler Counties, Northern Tyler County Line east to Northern Jasper County Line at Hwy 69

**East** – Hwy 69 at the intersection of northern boundaries of Tyler and Jasper Counties, Hwy 69 south to Hwy 326, east of Beaumont, Hwy 326 south to Hwy 90.

**South** – Corner of Hwy 326 and Hwy 90, Hwy 90 west to 610, 610 south to I-10, I-10 west to Lockwood, Lockwood west to Navigation, Navigation west to Franklin and Franklin west to I-45

**West** – Corner of Franklin & I-45, I-45 north to Hwy 977 west of Leona.

*See Appendix C for map.*

# DISTRICT COMMITTEE MEMBERS

The District Committee shall consist of:

- A. Current Group Service Representatives (GSRs) of GSO-registered groups within the District boundaries.
- B. District Trusted Servants are:
  - 1. District officers
    - a. District Committee Member (DCM)
    - b. Alternate District Committee Member (Alt. DCM)
    - c. District Secretary
    - d. District Treasurer
  - 2. District Representatives to the Area's Standing Committees
    - a. Archives
    - b. Correctional Facilities (CFC)
    - c. Cooperation with the Professional Community (CPC)
    - d. Grapevine (GVR)
    - e. Literature
    - f. Multilingual
    - g. Newsletter
    - h. Public Information (PI)
    - i. Treatment Facilities (TFC)
    - j. Information Technology Representative (I.T. Rep)
    - k. Intergroup Liaison
- 3. All past District Committee Members (DCMs) and past Area delegates residing within this 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.*

# 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 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.

## A. District Meeting

1. The committee shall meet monthly at a time and place approved by the District Committee.
2. The meeting will be of a sufficient duration to effectively conduct the business of the District Committee.
3. The District Committee meeting will be chaired by the DCM or, in his/her absence, by the Alternate DCM. The Chair keeps the meeting on track to accomplish the agenda items, ensuring that informed decisions are achieved.

## B. Amendments

1. Any proposed amendments to this document shall be submitted in writing to the DCM, with a copy to the Secretary, at least one month prior to the next District meeting to be presented to the District committee for consideration.
2. The amendment will be recorded in Appendix A of this document noting the change (from and to) with the approved date.

\* **NOTE:** *Special Projects are functions approved and budgeted by the District Committee members to help carry the message of AA throughout the District community.*

# DISTRICT VOTING

- A. District 31 Committee members (see page 3) only, 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.
- B. 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.
- C. The District Officers, through the Twelve Concepts for World Service, may exercise the rights, duties and responsibilities of their positions outside the District committee meeting if circumstances require immediate action.
- D. 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).

# DISTRICT ELECTIONS

## A. Timing

1. Election of District Officers and Standing Committee Representatives shall take place every even numbered year.
2. Area 67 conducts elections in October of the even years of the designated two-year Panel. District 31 conducts elections in September of the 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.

## B. Procedure

1. 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.
2. The District Representatives to the Area Standing Committees (see Committee Member) shall be elected by substantial unanimity of the total votes cast.
3. 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).

## C. Eligibility to Vote

1. All current District committee members (see page 3).
2. Any member of Alcoholics Anonymous is welcome to attend the District elections but does not vote.

## D. Qualifications

It is suggested that:

1. District Committee Member, Treasurer, and their Alternates:
  - a. have four or more years of current continuous sobriety.
  - b. have group and District service experience.
  - c. have a working knowledge of the Traditions and Concepts.
  - d. have sufficient time and means to serve (see the position's job description).
  - e. may serve in any position no more than one full term.
2. District Secretary and/or District Representatives to Area Standing Committees.
  - a. have two or more years of current continuous sobriety.
  - b. have current or previous group or District service experience.
  - c. have some previous experience pertaining to the specific job description.
  - d. have sufficient time and means to serve (see the position's job description).
  - e. may serve in any position no more than one full term.

#### E. Termination or Resignation of Service

1. Any elected Officer or Representative who misses 3 **consecutive** meetings may result in being considered an inactive member. The replacement for the committee position of that inactive member shall be by stated voting procedures.
2. Should an officer or representative find it necessary to resign their position, the replacement for that committee position shall be by stated voting procedures.
3. If a officer or representative cannot or does not fulfill the responsibilities of their position the DCM may ask them to step down.

#### F. Suggested Practices

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

## **DISTRICT FINANCIAL CONSIDERATIONS**

#### A. Banking

1. An account in the name of District 31 is maintained in a FDIC-approved institution.
2. Authorized signatories are arranged after elections and confirmed by the approved minutes of such election. District positions authorized are DCM, Alternate DCM, Treasurer, and Alternate Treasurer.
3. Fiscal year is on an annual basis (1/1 through 12/31).
4. Monthly reports are submitted to the District committee, in writing.

#### B. Budget

*In keeping with our Seventh (7<sup>th</sup>) Tradition of Self-Support, District 31 encourages active participation of any and all member(s) in Service work and will strive to support necessary activities in keeping with our Fifth (5<sup>th</sup>) Tradition.*

1. Each District trusted servant submits an expense budget to be prepared yearly for the funding of proposed general service activities of the next year, by October.
2. A balanced budget shall be presented based on actual group contributions received in last twelve months ending September 30.



3. The District operating budget will be compiled by an ad hoc committee chaired by the District Treasurer.
4. Realizing a budget is only a plan, the Treasurer maintains the District's funds to preserve good financial health and keeps the District committee informed.
5. If a member of the District requires funding for an unbudgeted expense, the item should be presented to the District committee for voting approval and possible reimbursement.

### C. Accountability

1. 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 our seventh (7th) Tradition.
2. The District 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.
3. Monthly written reports of revenue and expense items will be presented to the District committee. All records for current year shall be made available at the monthly meeting for inspection by any member of the District.

## **SERVICE POSITIONS DESCRIPTION**

*Items listed are with special emphasis. 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)), and The AA Group Pamphlet, (P- 16).*

### **DISTRICT COMMITTEE MEMBER (DCM)**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Chairperson of the District Committee meeting.
- h. Is a member of the Area Committee. (Refer to AA Service Manual, chapter 3).
- i. Keep District committee and groups informed on activities of National, Regional, Area, and District levels.
- j. Prepare an agenda of District business and forward to the Secretary or to district members prior to the Secretary's distribution dead-line. The agenda will consist of introduction of members (roll call), approval of the Minutes, Treasurer's report, Committee reports, and group reports. unfinished business. and new business. Additional items, special projects (\*) and order of presentation is at the discretion of the DCM.
- k. Review agenda items which have been submitted by voting members at least 2 weeks in advance and include them on the agenda if appropriate.
- l. Provide hard copies of agenda and necessary distributions at each District Meeting

- m. Form an Ad Hoc Committee to update group information for the meeting schedule before publication in the fall of each year.
- n. Communicate \*\* Communicate \*\* Communicate \*\*

#### **ALTERNATE DISTRICT COMMITTEE MEMBER (ALT. DCM)**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. In absence of DCM, assume duties of the role of DCM.
- h. Assist and train with the DCM and those duties.
- i. Coordinate District workshops and be the single point of contact reporting to the District membership.
- j. Provide New Change Forms & New Group Forms at monthly meetings for completion by incoming GSRs/Alternates. Forward to SETA Registrar for entry into the GSO database.

#### **DISTRICT SECRETARY**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Maintain Minute Books for past and current rotation.
- h. Maintain and provide the roster and distribution list for current rotation.
- i. Prepare the minutes in newsletter/summary format and issue them to the DCM for review and approval prior to their distribution. Upon approval by the DCM, the secretary shall distribute the Minutes and agenda by email or the postal system at least one week prior to the scheduled monthly District meeting.
- j. Provide "hard copy" reports, as needed, at each District Meeting.

#### **DISTRICT TREASURER**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Chair annual ad-hoc budget committee which is responsible for preparing the annual budget.
- g. Assist the groups in the practice and understanding of our Seventh (7th) Tradition.
- h. Ensure accountability and maintain District's funds in accordance with the District Financial Considerations section of this document.
- i. Electronically transmit the Treasurer's Report no less than (1) week before the upcoming District Meeting for review, make any necessary corrections to the report, and resend.

- j. Provide “hard copy” reports, as needed, at each District Meeting.

### **ARCHIVES**

- a. Attend all District monthly meetings and Area Quarterlies during one’s rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one’s rotation.
- g. Attend Area Archives Committee meetings
- h. Coordinate the District’s annual Founders’ Day, customarily held the first weekend in November.
- i. Help to keep the District’s history records straight.
- j. Assist the groups with the understanding and preservation of their history.
- k. Responsible for Archives committee activities within the District and present reports of same to the District committee.

### **CORRECTIONAL FACILITIES (CFC)**

- a. Attend all District monthly meetings and Area Quarterlies during one’s rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one’s rotation.
- g. Attend Area CFC Committee meetings.
- h. Encourage groups’ participation of Twelfth (12th) Step and service for the alcoholic inmates in jails and prisons, and those about to be released.
- i. Maintain contact with the local jails and prisons within the District.
- j. Assist the groups with the understanding and preservation of this twelfth step.
- k. Responsible for CFC committee activities within the District and present reports of same to the District committee.

### **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)**

- a. Attend all District monthly meetings and Area Quarterlies during one’s rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one’s rotation.
- g. Attend Area CPC Committee meetings.
- h. Attend local health fairs and such, as needed in coordination with the Area Committee.
- i. Responsible for CPC committee activities within the District and present reports of same to the District committee.

### **GRAPEVINE**

- a. Attend all District monthly meetings and Area Quarterlies during one’s rotation.

- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Attend Area Grapevine Committee meetings.
- h. Assist groups and District servants with information about subscribing and/or contributing articles or photos.
- i. Responsible for Grapevine committee activities within the District and present reports of same to the District committee

### **LITERATURE**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Attend Area Literature Committee meetings.
- h. Keep groups & District informed about conference-approved books and pamphlets.
- i. Assist groups & District servants with literature ordering for workshops, etc.
- j. Responsible for Literature committee activities within the District and present reports of same to the District committee.

### **PUBLIC INFORMATION (PI)**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Attend Area PI Committee meetings.
- h. Attend local health fairs and such, as needed.
- i. Responsible for PI committee activities within the District and present reports of same to the District committee.

### **TREATMENT FACILITIES (TFC)**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.

- g. Attend Area TFC Committee meetings.
- h. Maintain roster of and contact with local facilities within District.
- i. Responsible for TFC committee activities within the District and present reports of same to the District committee.

#### **INFORMATION TECHNOLOGY (IT)**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Attend Area IT Committee meetings.
- h. Assist groups and District with information about the area website and posting of events on it.
- i. Responsible for IT committee activities within the District and present reports of same to the District committee.
- j. Update the District meeting schedule database and generate the updated meeting schedule in the format selected by the District committee.

#### **INTERGROUP LIAISON**

- a. Attend all District monthly meetings and Area Quarterlies during one's rotation.
- b. Present written reports to the District Committee of activities performed.
- c. Submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5th) Tradition.
- d. Maintain records appropriate to position and activities. These records are to be passed on upon rotation of the position.
- e. Promote general service activities in groups within the District and at the District level.
- f. Have frequent contact with groups within District each year within one's rotation.
- g. Attend bi monthly Intergroup Board Meetings.
- h. Keep groups & District informed about items of interest at Intergroup.
- i. Assist groups & District servants with information regarding Intergroup.
- j. Responsible for distribution of information about Intergroup within the district.

# APPENDIX A: AMENDMENTS

This appendix provides a summary of approved amendments that have been incorporated into this document since its inception.

<u>AMENDMENT TITLE</u>	<u>DATE ADOPTED</u>
1) Position designation for Website Chair changed to I.T. (Information Technology) Representative	January 18, 2009
2) District Committee Operations, Page 6, Section B-3 Procedures for electronic transmission of District 31 Treasurer's Report and guidelines in regards to posting of District's financial information. <i>(Note – This was removed in April 2018)</i>	November 21, 2010
3) Manual was revised primarily in job descriptions. A complete list of changes made is available from the District Secretary.	April 2018
4) Manual was revised to primarily add Intergroup Liaison. A complete list of changes made is available from the District Secretary.	February 2024

# APPENDIX B: DISTRICT MAP

