



Policies and Procedures Manual

SOUTHEAST TEXAS AREA 67 DISTRICT 33 of Alcoholics Anonymous

Revised 2019/2020

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Chapter 1

FORWARD and DISTRICT 33 COMMITTEE DESCRIPTION

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 the District 33 Committee consolidate in one place the suggested procedures ratified by the majority of the District 33 Committee.

District 33 Committee members may, of course, decide to exercise their "Right of Decision" and amend these Policies and Procedures. It is suggested that each change be the result of an informed Group Conscience.

For further reference, see the current AA Service Manual, the AA Group Pamphlet, and/or the Southeast Texas Area 67 Policies & Procedures Manual (see website: www.aa-seta.org). Although each entity is autonomous, the District 33 Committee strives to stay within the following guidelines, the Twelve Traditions of Alcoholics Anonymous, and the Twelve Concepts of World Services.

Chapter 2

DISTRICT 33 DESCRIPTION

District 33 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 Groups and meeting residing in this geographical territory. These Groups are responsible to support the District and participate in the activities conducted to help carry the message.

District 33 Committee shall consist of the following full voting members:

- A. Current Group Service Representatives (G.S.R.s) of GSO-registered groups within the District 33 boundaries
- B. District Trusted Servants:
 - 1. District Officers
 - a. District Committee Member (D.C.M.)
 - b. Alternate District Committee Member (Alt. D.C.M.)
 - c. District Secretary
 - d. District Treasurer
 - 2. District 33 Committee Representatives to the Area's Standing Committees
 - a. Correctional Facilities Chair (CFC)
 - b. Cooperation with the Professional Community Chair (CPC)

- c. Public Information Chair (PI)
 - d. Treatment Facilities Chair (TFC)
 - e. Unity Conference Chair
 - f. Grapevine Chair
 - g. Literature Chair
 - h. Multilingual Chair
 - i. Archives Chair
 - j. Intergroup Liaison
3. All past District 33 Committee Members (D.C.M.s) 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 attend the monthly business meeting. Said attendees will be given a voice but cannot vote on District business. Any member of Alcoholics Anonymous is welcome to participate in the District's work.

Chapter 3

PREAMBLE

District 33 of the Southeast Texas Area Assembly of Alcoholics Anonymous shall always be an active service body and shall protect and respect the autonomy and the privilege of dissent of any or all AA Groups in the District Service Area. In the course of its deliberations and discussions, the District 33 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 District 33.

Active Twelve Step service work shall be The District 33 Committee(s) primary purpose and shall encourage all District 33 A.A. Groups to participate in the business of the District Committee and to support the District Committee in its efforts to cooperate with the Southeast Texas Area Assembly, the A.A. General Service Office and A.A. World Services.

The District 33 Committee is specifically charged with the duty of electing a District Committee Member and an Alternate District Committee Member to the Southeast Area Assembly and to give the District Committee Member (D.C.M.) and Alternate District Committee Member (Alt. D.C.M.) to assist them in the course of the duties of the office. The District 33 Committee is further charged with electing District Officers.

Chapter 4

DISTRICT 33 COMMITTEE OPERATIONS

This section is a compiling of procedures and processes from the experience and approved motions of the District 33 Committee. It is how we conduct District 33 Committee business. As in

any business of AA, the guidelines set forth herein can be changed at any time with an informed discussion and vote of approval by a District majority vote of the District Committee's Conscience.

A. District 33 Committee Meeting:

1. The Committee shall meet monthly at a time and place approved by the District 33 Committee as a whole.
2. The meeting will be of a sufficient duration to effectively conduct the business of the District 33 Committee while striving for an hour maximum duration whenever possible.
3. The District 33 Committee meeting will be chaired by the D.C.M. or, in absence of the DCM, by the Alternate D.C.M. Both by absence, the Secretary, and then the Treasurer. The Chair keeps the meeting on track to accomplish the agenda items and stay within the Traditions of AA.

B. Meeting Responsibilities:

1. The D.C.M. will prepare an agenda of District business and forward to the Secretary prior to the Secretary's distribution deadline. The agenda will consist of a formal opening of the meeting, passing the roster sheet, and in the presence of new members or visitors, an introduction of members by roll call; approval of the previous minutes, Treasurer's Report, Officer Reports, Committee Reports, and Group Reports; Old business and new business, a GSR open forum and a formal close of the meeting.
2. The District Secretary will prepare the minutes in summary form and issue them to the D.C.M for review and approval prior to their distribution.
 - i. Upon approval by the D.C.M., 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.
 - ii. The distribution list is maintained and provided by the Secretary.
3. The Treasurer will maintain the District's financial records and provide a monthly financial report to the District 33 Committee.
 - i. The report will be given to the Secretary to distribute to the active Committee Members in advance of the meeting along with previous minutes and agenda set by the D.C.M.
4. District Representatives to the Area Committees will be responsible for all activities of their perspective SETA Committee as pertains to the job_descriptions as outlined in the Southeast Texas Area 67 P&P within the District, and present reports of same to the District 33 Committee.

C. Amendments

1. Any proposed amendments to this document shall be submitted in writing to the D.C.M. with a copy to the Secretary at least one week prior to the next District meeting, to be presented to the District 33 Committee for consideration.
2. Any approved amendments will then be recorded as a numbered amendment at the end of this document noting the change with the approved date.

Chapter 5

Unity Conference

BACKGROUND and PURPOSE

The District 33 Unity Conference was started for these reasons: to raise awareness of a need for unity and service within the District, to attract members to get involved in General Service, and to supplement the operating funds of District 33. Funds for the Unity Conference were never intended to come from the 7th Tradition contributions from the AA groups within the District. A proposed budget is to be completed (historically around \$2,000) and any excess funds from the conference are transferred to the District's operating funds after all conference funds are accounted for and all expenses are paid. One goal of the Unity Conference is for participants and members of the District to experience sober fellowship and gain insight into how General Service and the Service Structure operate.

NOTE: The D.C.M. and Alternate D.C.M. of the District should be invited to regularly attend the Unity Conference Committee meetings to provide input and experience for the planning of the conference. The Unity Conference is not a separate operating body, but a subcommittee of the District. These Guidelines have been developed to assist the District and the Unity Conference Committee to understand all responsibilities as it pertains to the Unity Conference.

REFERENCES

References for these Guidelines:

1. SETA Convention Guidelines
2. AA Guidelines for Conferences, Conventions and Roundups
3. The AA Service Manual
4. AA Guidelines for Finance Conference Chair/Co-Chair

Chair

* The Chair of the Unity Conference will be elected at the District Meeting by the GSR's and District Committee Members present at the meeting (i.e., Officers and Standing Committee Chairs, etc.). Election should occur at the first District Meeting following the end of the conference (i.e., in March or 30 days when the event is over).

* The Chair of the Unity Conference should have at minimum of 4 years of sobriety, been involved in District service, and have preferable AA event planning experience (Unity Conference, group anniversaries, club events, Area events, etc.). The term of service for the Unity Conference Chair is one year.

* The Chair of the Unity Conference should have a good understanding of the Traditions and Concepts as they pertain to District and General Service.

Alternate Chair

- * The Alternate Chair of the Unity Conference will be elected by the GSR's and District Committee Members. Election should occur at the first District Meeting after the Unity Conference (i.e., in March or 30 days after of the previous conference).
- * The Alternate Chair of the Unity Conference should have a minimum of 2 years of sobriety, an understanding of the Traditions, and previous service work at the group or district level.
- * After the conference has been finalized (including finances), the Conference Chair and Alternate Chair should provide an addressed and written report, in person, at the next District Meeting.
- * The Alternate Chair will serve a one year term.

Treasurer/Alternate Treasurer

- * The Treasurer of the Unity Conference will be elected at the District Meeting by the GSR's, and District Committee Members. Election should occur at the first District Meeting after the conference is over with (i.e., in March or 30 days after the previous conference).
- * The Treasurer of the Unity Conference should have a minimum of 4 years of sobriety, a good understanding of the Traditions, and previous service work at the group or district level.
- * The Alternate Treasurer of the Unity Conference will be elected at the District Meeting by the GSR's and District Committee Members. Election should occur at the first District Meeting after the conference is over with (i.e., in March or 30 days after the previous conference).
- * The Treasurer and Alternate will serve a one year term.
- * The Unity Treasurer will work closely with the District Treasurer regarding reporting and management of all funds. Both Treasurers will provide a monthly report to both the Unity Conference and the District. Both reports should be supplied to the District Secretary in at least 7 days prior to the upcoming District Meeting. This is to assure all reports are available prior to the next District Meeting.

NOTE: The District Treasurer and Unity Conference Treasurer should always be 2 different people.

- * Once the Chair of the Unity Conference has been selected, this committee may stand on its own after the budget has been approved by the District. The Unity Chair will appoint Sub-

Committee Chairs no later than the next Unity Conference meeting. Any nominations for positions should be given to the Unity Chair several weeks before the appointment date.

- * The Alternate Treasurer of the Unity Conference should have a minimum of 2 years of sobriety, an understanding of the Traditions, and previous service work at the group or district level.

- * The Alternate Treasurer will work closely with the Treasurer to understand all financial activities and reporting, and will serve as a check and balance on the utilization of any funds.

Finance

- * The Treasurer will present a Conference Budget to the District for approval, which typically is based on the previous year's budget plus 10% cost of living. This is to be presented to the District no later than May after being elected in March (or immediately after the previous year's conference).

NOTE: A sample budget has been included for reference, based on previous conference funds. After the conference finances have been finalized, the Unity Conference Treasurer and Alternate Treasurer will provide a written report, in person, at the District Meeting and return any excess funds above the budget costs back to the District operating funds. This is to be done no later than 30 days following the event.

Conference Service Committees

- * Conference Service Committee Chairs (hospitality, raffle/door prizes, cleanup crew, etc.) will be on a volunteer basis; the District does not need to vote on these positions. The Unity Conference Committee can choose to vote on them or accept volunteers. It is recommended that Service Committee Chairs have at least 1 year of sobriety, an understanding of the Traditions, and previous service work at the group or district level.

- * Area Service Committee Displays – all of the South East Texas Area Service Committees should be invited at least 6 months in advance to bring their displays to the conference. This is a service they are funded to provide and most are happy to be invited. Utilization of these committees helps to spread awareness of the many service opportunities within AA. It also helps to bring more attendance and awareness to the event. Contact information for each service committee can be found on www.aa-seta.org. Each committee should be asked how many tables they will need set up for their displays and these should be provided in an area of the event where all participants can view the displays.

Speakers

- * The Unity Conference Committee will elect a Speaker Chair. The Speaker Chair should have a minimum of 1 year of sobriety, and preferably a member who listens to a variety of AA and Al-Anon speaker CD's or other form of audio.
- * The invited speakers for the conference will be selected by the Unity Conference Speaker Chair. The Speaker Chair may enlist the assistance of others on his/her committee however it is the Speaker Chair who will make the final decision. Speakers selected should represent the wide range of groups and membership within the District (and not be from just one group).
- * Additionally, speakers may be invited from the South East Texas Area service body. Inviting speakers from the Area will help to bring more attendance and awareness to the event, and offer local attendees a broader fellowship experience. Speakers should be obtained from AA and Al-Anon only.
- * Expenses for Speaker travel should be limited to mileage reimbursement and reasonable hotel accommodations, when necessary. Even though meals are provided, the Speaker Host may wish to take their speaker to town for a nice, quiet meal upon approval of the Unity Treasurer.
- * Speaker gifts should be purchased through a committee formed for this particular assignment.

Registration

- * The Registration Chair should have at least 2 years of sobriety.
- * The Registration Chair may be in training for the Alt. Treasurer or Treasurer position as they work closely together.
- * The Registration Fee for the event should always be low to encourage attendance. Scholarships may be given to any individual who is unable to pay to attend.

Literature

- * Brazos Valley Intergroup should be invited to set up a table to sell literature during the conference. All proceeds from those sales are strictly for Intergroup, not the conference.

Program

- * The program should consist of AA and Al-Anon speakers, workshops, and relatable skits. Time should be allowed for fellowship, meals, and entertainment. No other 12-step programs should be included (NA, CA, EA, ACOA, etc.) as these programs are not affiliated with Alcoholics Anonymous.
- * Workshops – since this is an event to raise awareness of service, a workshop has traditionally been included. The theme of the workshop could be about steps, sponsorship, traditions, General Service, or whatever the committee deems appropriate. This could also be a workshop or presentation offered by one of the Area Officers or Standing Committees.

Raffles/Silent Auction

- * Fund-raising efforts should be kept to a minimum, be in good taste, and focus on enabling Twelfth Step work by the District.
- * It is recommended to have a few “big ticket” raffle items that are AA-focused, such as leather Big Book Covers, collector’s item literature, etc.
- * Every person who registers for the conference should receive a Door Prize ticket, which will be used throughout the weekend. It is recommended that the theme of these items is AA-focused. These Door Prizes have been themed gift baskets made by various groups and members of the District.
- * A Silent Auction can be part of the event but is not necessary. Items for the Silent Auction should be contributed by the AA and Al-Anon groups and members, and not be donated from businesses or other non-AA or Al-Anon entities.

Hospitality

- * Meals should be provided by the joint efforts of the Unity Conference and AA and Al-Anon Members within the District.

Taper/Recorder/Audio

- * The Taper/Recorder is selected by the Unity Conference Committee.

Chapter 5

DISTRICT VOTING

1. Only District 33 Committee members (see Chapter 10) are eligible to vote on District business. A count of eligible voters may be taken by the Secretary. If polled, count should be included in the roster and incorporated into the records.
2. All District business requiring membership approval should be determined by a minimum 2/3 vote and striving for substantial unanimity in consideration of the conscience of the Committee before the vote takes place. The Minority Opinion should always be asked for, voiced, and recorded in the minutes.
3. The District Officers, (through concept three of the 12 Concepts of Alcoholics Anonymous), may exercise the rights, duties and responsibilities of their positions outside the District 33 Committee meeting if circumstances require immediate action.
4. Voting Procedures should follow the guidelines used by the General Service Conference, and follow Roberts Rules of Order as adopted by the Southeast Texas Area Assembly (see *SETA P&P*).

Chapter 6

DISTRICT ELECTIONS

A. Timing

1. Election of District Officers and Standing Committee Representatives along with Chairs shall take place every two years and coincide with the Southeast Texas Area 67 elections.
2. The Southeast Texas Area Assembly conducts elections in October in the even years of a two-year Panel. The District 33 Committee 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 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 Southeast Texas Area 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 a minimum 2/3 vote 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

1. All current District 33 Committee members (see Chapter 10).
2. Any member of Alcoholics Anonymous is welcome to attend the District elections but does not vote (unless necessary requirements have been met).

D. Qualifications

It is suggested that:

1. District Secretary and District Representatives to Area Standing Committees:
 - a. have two or more years of current continuous sobriety,
 - b. have current of previous Group and 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 three (consecutive) meetings may result in being considered an inactive member. The replacement for the Committee position of that inactive member shall be elected with the voting procedures.
2. Should an Officer or Committee Representative find it necessary to resign their position, the replacement for that Committee position shall be by stated (the aforementioned) voting procedures.

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.

Chapter 7

DISTRICT FINANCIAL CONSIDERATIONS

A. Banking

1. The District 33 Committee operates as a not-for-profit organization.
2. An account in the due of the District 33 Committee is maintained in a FDIC approved Institution. (A separate account is maintained for the Unity Conference Committee whose signers are the same Officers as the District General Fund account.)
3. Two (authorized) signatures are required on all District's checks.
4. Authorized signatories are arranged after elections and confirmed by the approved minutes of such election. District positions authorized are D.C.M., Alternate D.C.M., Treasurer, and Alternate Treasurer.
5. The fiscal year is on an annual basis (1/1 through 12/31).
6. Monthly reports are submitted to the District Committee (with printed statements).

B. Budget

In keeping with our Seventh (7) Tradition of Self-Support, the District 33 Committee 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) Tradition.

1. 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.
2. Budgets are to be submitted to the District 33 Committee within the last quarter for voting approval by year-end.
3. A balanced budget shall be presented based on actual group contributions received in last twelve months ending September 30.
4. The District operating budget will be compiled by the Treasurer and/or a Budget Committee.
5. Realizing a budget is only a plan, the Treasurer maintains the District's funds to preserve good financial health and keeps the District 33 Committee informed.
6. Should a member of the District require funding for an unbudgeted expense, the item should be presented to the District 33 Committee for voting approval and reimbursement prior to the expense.

C. Accountability:

1. All expenses incurred on behalf of the District shall be verified with receipts of expenditure. All revenue items received on behalf of the District shall conform to our Seventh (7th) Tradition.
2. The District maintains a prudent reserve. This fund is included in the operating account but is a separate line item in the financial statement. The prudent reserve is used to cover unexpected expenses not covered by the Operating Budget.
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.

In the spirit of self-supporting, it is suggested that each Group fund and support their General Service Representative for attendance at Regional, Area, District & Group Service functions, within the Group's budget.

Chapter 8

APPENDIX A:

SERVICE POSITION DESCRIPTIONS

Items listed are with special emphasis. For full description of responsibilities, please read the AA Service Manual, Southeast Texas Area 67 Policy & Procedure Manual (see www.aa-seta.org), and The AA Group Pamphlet, (P-16).

General Duties of all trusted servants of the District are to:

1. attend all District monthly meetings and Area quarterlies during one's rotation,
2. present written reports to the District 33 Committee of activities performed,
3. submit an annual budget for the proposed activities, being prudent and preserving our Fifth (5) Tradition,
4. maintain records appropriate to position and activities and pass down the records during rotation,
5. promote general service activities in Groups within the District and at the District level,
6. conduct a minimum of one workshop within rotation,
7. have frequent contact with Groups within District 33 each year within one's rotation

Specific duties of:

1. District Committee Member (D.C.M.):

- a. The Chairperson of the District 33 Committee meeting
- b. A member of the Area Committee (refer to AA Service Manual Chapter 3)
- c. Has frequent contact with GSRs and Groups, by various means available
- d. Keeps the District 33 Committee and Groups informed on activities of National, Regional, Area, and District levels
- e. Selects Chairs to establish any ad-hoc committees as required to study the needs of the District and its entities
- f. Assists, oversees, and encourages District standing and ad-hoc committee work as to maintain the Traditions and the Concepts of World Services.
- g. Maintains the District Meeting Notebook to be passed on to the incoming D.C.M. ensuring accuracy. A central file can be scanned on a thumb drive to preserve in archives.

2. Alternate District Committee Member (Alt. D.C.M.):

- a. Assumes duties of the role of D.C.M. in the absence of the D.C.M
- b. Assists and trains with the D.C.M. in the aforementioned duties
- c. Coordinates District workshops and is the single point of contact reporting to the District membership
- d. Is in constant liaison with all Groups and meetings within the District boundaries

3. District Secretary:

- a. Maintains minute(s) books (and records) for past and current rotation

- b. Maintains roster and distribution list for current rotation (in absence of a Registrar)
 - c. Distributes minutes and rosters by appropriate methods on timely basis
 - d. The D.C.M will provide the Agenda and the minutes from the previous meeting should be emailed to District Chairs and GSR's at least a week prior to the District Meeting.
- 4. District Treasurer:
 - a. Compiles the District annual budget
 - b. Produces and furnishes monthly General Fund and Unity Conference reports and itemized account ledgers at monthly Committee meetings
 - c. Ensures accountability of finance considerations (refer to page 9)
 - d. Maintains District's funds and writes no rubber checks
 - e. Assists the groups in the practice and understanding of our Seventh (7th) Tradition
- 5. Alt. Treasurer:
 - a. Assumes duties of the role of Treasurer in absence of Treasurer
 - b. Assists and trains with the Treasurer in the aforementioned duties of the Treasurer.
 - c. Ensures accountability of financial considerations (refer to page 9)
 - d. Maintains District's funds and writes no rubber checks
 - e. Assists the groups in the practice and understanding of our Seventh (7th) Tradition
- 6. Archives:
 - a. Coordinates with District Conferences and Conventions for displays as well as Intergroup and Central Offices for collecting archives
 - b. Assists the DCM and Secretary in filing and storage of District records, memorabilia and historical keepsakes
 - c. Assists the Groups with the understanding and preservation of their history
- 7. Correctional Facilities (CFC):
 - a. Conducts an annual workshop
 - b. Encourages Groups' participation of Twelfth (12th) Step and service for the alcoholic inmates in jails and prisons, and those about to be released
 - c. Maintains contact with the local jails and prisons within the District
 - d. For further detail, see www.aa-seta.org/Corrections page/job description
- 8. Cooperation with the Professional Community (CPC):
 - a. Provides accurate A.A. information to those who have contact with alcoholics through their profession, including but not limited to health-care, E.A.P. and H.R. professionals, educators, clergy, lawyers, social workers, military and government officials, and those working in the field of alcoholism
 - b. Attends health fairs, symposiums and other activities, providing literature, pamphlets and presentations describing A.A., our Principals and our Traditions, when appropriate
- 9. Grapevine:
 - a. Assists Groups and District servants with information about subscribing and/or contributing articles or photos
- 10. Literature:
 - a. Keeps Groups & District informed about Conference-approved books and pamphlets
 - b. Assists Groups & District servants with literature ordering for workshops, etc.

11. Public Information:

- a. Provides accurate information to the public when requested, visiting schools, businesses and community meetings
- b. Serves as resources for our friends in local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering public service announcements to radio and televisions stations
- c. Informs the public of where we are, what we are, what we can do, what we can't do, while stressing the importance of anonymity

12. Treatment Facilities:

- a. Maintains a roster contacts with local facilities within District
- b. Ensures all treatment facilities that want meetings, books, contact or twelve step lists have what they need.

13. Information Technology:

- a. Assists Groups and District with information about the Area website and posting of events

NOTE: District Representatives to Area Committees should attend meetings of their respective SETA Committees.

Chapter

APPENDIX B: AMENDMENTS

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

AMENDMENT TITLE

DATE ADOPTED