



DISTRICT 40

Policies & Procedures Manual

Original Publishing
Approved by District Conscience

THE DISTRICT'S PURPOSE...

To find ways to contribute to the growth and well-being of the groups that make up the district. To connect the groups to AA as a whole; to convey the groups conscience to the Assembly and inform the groups of news that affect our Area and A.A..

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 40 consolidate in one place, the suggested procedures ratified by the majority of District 40 on (Date of Approval).

Subsequent District Committees 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, striving for substantial unanimity, and in the spirit of A.A. Unity, Service and Recovery.

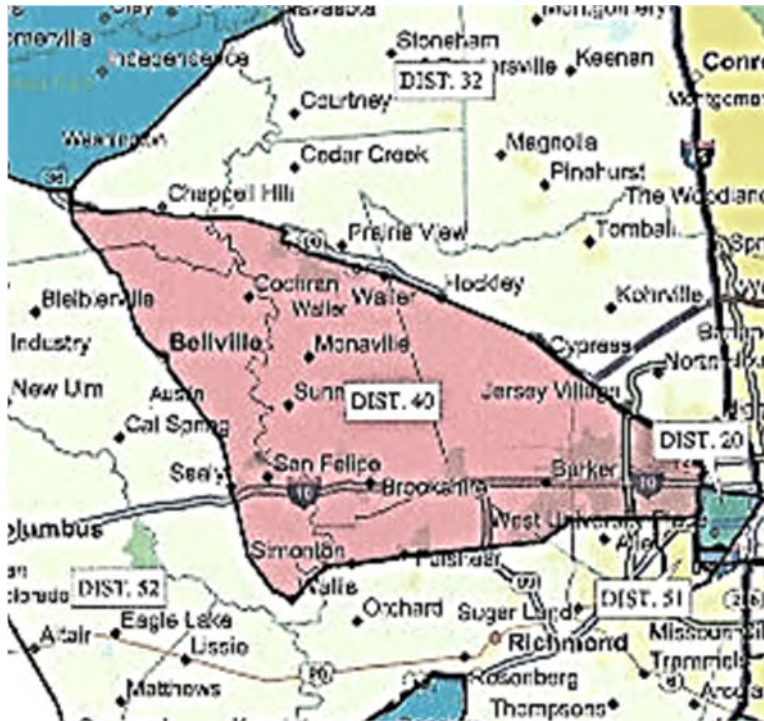
Although each entity is autonomous, the District strives to stay within the spirit of the Twelve Traditions and Twelve Concepts of Service of Alcoholics Anonymous.

For further reference, see the *A.A. Service Manual*, *The A.A. Group* pamphlet and/or the "SETA Policies & Procedures Manual" www.aa-seta.org

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DISTRICT GEOGRAPHICS
District 40 is in the Southwest section of Area 67



BOUNDARIES

North: US Highway 290. **South:** Westheimer Road
East: Loop 610. **West:** SH 336

More Local Information

Approximate number of groups (94), located in the cities of Houston, Cypress, Waller, Katy, Brookshire, Sealy, Simonton, Bellville, and many more.

See the Houston Intergroup www.aahouston.org for a list of meetings.

Contact Information:

DCM for District - Dcm-40@aa-seta.org
Alt. DCM for District - Dcm-40-alt@aa-seta.org

THE DISTRICT COMMITTEE

District membership is made up of the following elected members, each with full voting rights.

(It is suggested that each trusted servant have an alternate to help execute the position duties and vote *in their absence*).

1. **General Service Representatives (GSRs) of GSO registered groups.**
(Groups residing within this District).
2. **All past District Committee Members (DCMs); *District 40 past DCMs ONLY***
3. **All current or past Delegates**
(residing within this District).
4. **District Officers**
District Committee Member (DCM)
Alternate District Committee Member (Alt. DCM)
Secretary
Treasurer
5. **District Representatives/Liaison to the Area 67 Standing Committees:**
Archives
Correctional Facilities (CF)
Cooperation with the Professional Community (CPC)
Grapevine (GvR)
Literature
Intergroup Liaison
Newsletter
Public Information (PI)
Treatment Facilities (TF)
Information Technology (IT)

Any member of Alcoholics Anonymous is welcome to participate in the Districts' work. Any member of Alcoholics Anonymous is welcome to attend the monthly business meetings. 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 A.A., these guidelines can be changed at any time with informed discussion and vote of approval by substantial unanimity (2/3) of the District Committees' conscience.

District Meeting and Responsibilities

1. The committee shall meet monthly at a time and place approved by the District Committee members.
2. The meeting will be of sufficient duration to effectively conduct the business of the District Committee.
3. The District Committee meeting will be chaired by the DCM or in their absence, the Alternate DCM. The Chair keeps the meeting on track to accomplish the Agenda Items, ensuring that informed decisions are achieved.
4. The DCM will prepare an Agenda of District business.
5. The agenda will consist of introduction of members (roll call), approval of the Minutes, Treasurers' report, Committee reports, GSR group reports, unfinished business and new business.
6. Additional items, special projects and order of presentation is at the discretion of the DCM.
7. The District Secretary will prepare the minutes in summary form, and issue them to the DCM for review, approval prior to distribution.
8. The District Roster is maintained and provided by the Secretary.
9. The Treasurer will prepare the Treasurers' report no less than one (1) week before the upcoming District Meeting for DCM's review, approval prior to distribution. Treasurer will provide "hard copy" reports at each District Meeting.
10. District Reps will present reports of Area Committees and will be responsible for activities associated with those Committees.
11. Any proposed amendments to this document shall be submitted in writing to the DCM, at least one week prior to the next District meeting to be presented to the District committee for consideration.
12. Approved amendments will be recorded in Exhibit C of this document, noting the change with the approved date and then be posted on District's 40 web page.

DISTRICT VOTING

- District Committee members only (see page #3) 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 Minutes.
- 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 12th Concept 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 Exhibit B).
 - Simple Majority- 51% of total votes cast by voting members present
 - Example: District Business; Election of District Representatives
 - Substantial Unanimity- 2/3 of total votes cast by voting members present
 - Example: P&P Manual amendments; Election of District Officers (DCM, Alt. DCM, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer)

DISTRICT ELECTIONS

Timing

- Election of District Officers and Standing Committee Representatives shall take place every two (2) 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 40 conducts election in September of same year.

Procedure

- The District Officers will be elected according to the Third Legacy Procedure of Alcoholics Anonymous and as described and outlines in the Area 67 Policy and Procedures manual and the AA Service Manual.
- The District Representatives to the Area Standing Committees (see Committee Member) shall be elected by Simple Majority 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 elections schedule.

Eligibility

- All Current District Committee Members (see page #3).
- Any member of Alcoholics Anonymous is welcome to attend the District elections and stand for a position but does not vote.

Qualifications: (see Exhibit A-Job Descriptions)

Termination and/or Resignation of Service

- Any elected Officer or Representative who misses two (2) meetings, without notice or reason, may result in being considered an inactive member and removed from that position by a Simple Majority vote.
- The alternate (if available) will immediately fill that vacancy and a new alternate will be elected.
- Should an officer or representative(s) find it necessary to resign their position, the alternate (if available) will immediately fill that vacancy and a new alternate will be elected.

Suggested Practices

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

DISTRICT FINANCIAL CONSIDERATIONS

Banking

- District 40 operates as a not-for-profit organization.
- An account in the name of District 40 is maintained in a FDCI-approved institution.
- 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.
- Fiscal year is on an annual basis (1/1 through 12/31)
- Monthly reports are submitted to the District committee.

Budget

In keeping with our Seventh (7th) Tradition of self-support, District 40 encourages active participation of all members in Service work and will strive to support necessary activities in keeping with our Fifth (5th) Tradition.

- Each District trusted servant submit an expense budget to be prepared yearly for the funding of proposed general service activities of the following year.
- Budgets are to be submitted to the District committee in October for voting approval by year-end.
- A balanced budget shall be presented by the Treasurer on actual group contributions received in the last twelve (12) months ending September 31.
- The District operating budget will be compiled by the Treasurer.
- 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.
- 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.

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 our Seventh (7th) Tradition.
- 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.
- 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/reference by any member of the District.

WORKSHOP AND HOSTING SPECIAL FUNCTIONS

Hosting district Workshops and Area Assemblies is a good way to attract members to service work and to promote unity and a better understanding of AA in the community. Consider inviting Area Officers, Committee Chairpersons and experienced AA members to do presentations. These presentations may be on any subject about the Traditions, Steps, Service, Group participation, etc. GSRs and Representative(s) involvement with participation and planning is encouraged.

Date/Time of the Event

- Approach the District Committee to make sure there is cooperation and participation from the Groups.
- Check with surrounding Districts, the Area and Houston Intergroup to check the event doesn't coincide with other AA functions.

Location

Workshops-

The Hosting Group has the proper amount of space. Never conflict with regularly scheduled AA meetings. Hosting Groups may want to provide all the refreshments, or G.S.R.s and District may want bring food.

Area Hospitality-

All AA groups should contribute and participate. Follow up just before the event to remind them of their commitment. Be sure the Hospitality Chairperson has a key to the room.

Flyers (See flyers of previous events for ideas)

Flyers should be provided well in advance and contain;

- Name of Event, Date, Time, location.
- No last names or pictures of AA members.

Distribution;

- Email using the Districts roster and Area SETA announce.
- Posting on Districts SETA webpage and at Houston Intergroup.
- Have hard copies at District for GSR distribution and Area Assembly for general distribution.

SERVICE POSITIONS DESCRIPTIONS

All district positions holders are *strongly encouraged* to attend ALL District 40 events, (i.e. Workshops, Traditions Dinner, etc.).

Develop a working knowledge of Traditions, Concepts, AA Service Manual, and Parliamentary Procedures.

In the spirit of rotation, it is suggested that a person serve only 1 term (two years) in a given position.

District Positions

(DCM) District Committee Member
 (Alt. DCM) Alternate District Committee Member
 Secretary/Alt. Secretary
 Treasurer/Alt. Treasurer
 (GSR) Group Service Representative
 Archives Representative
 (CPC) Cooperation with the Professional Community Representative
 (CFC) Correctional Facilities Committee Representative
 Grapevine Representative
 (IT) Information Technology Representative
 Intergroup Liaison
 Literature Representative
 Newsletter Editor
 (PI) Public Information Representative
 (TFC) Treatment Facilities Committee Representative

***For additional information, please refer to the AA Service Manual, Area 67 SETA Policy & Procedure manual, Committee Workbooks, GSO Guidelines and the AA Group Pamphlet.

SETA DISTRICT COMMITTEE MEMBER (DCM)

General Description: The DCM is elected by the District that they represent to serve a two-year term that runs concurrent with the Area Officers. They are voting members of the Area Assembly and members of the Area Committee. The District Committee Member is an essential link between the group's GSR and the Area's Delegate to the service conference. He/she facilitates communications so that an informed group's conscience can result, maintains district records, and facilitates monthly district meetings. This District Officer position is elected using the Third Legacy procedure.

Qualifications:

- Sobriety suggestion is a minimum of 4-5 years
- Has served as a GSR and/or other positions at the district level
- Have the time and energy to serve the district well

Duties and Responsibilities:

- This position is a 2-year term
- The DCM will:
 - Act as guardian of the Traditions within the district.
 - Be knowledgeable of Policy and Procedures Manual.
 - Be knowledgeable of AA Service Manual.
- Chair monthly district committee meetings
 - Prepare agendas.
 - Manage time and discussion.
 - Follow AA Traditions, AA Concepts and Parliamentary Procedures.
- Act as liaison between Area and GSR 's.
 - Bring issues raised in the Area Assembly before the GSR 's at district meetings.
 - Bring issues raised by the GSR 's at the district meeting to the Area Assembly.
 - Carry the district's conscience to the Area Assembly.
 - Maintain service to Area standing committees either with a representative to each committee or with a standing committee within the district.
- Submit monthly articles to the District 40 Newsletter
- Submit written reports to the Area Assembly and Newsletter on a quarterly basis regarding the district's activities during the past quarter.
- Submit information to the Area Website Chairperson as is appropriate to the office.
- Maintain and update District records:
 - Update the Registrar and GSO on meeting changes within the district as well as changes of GSRs and alt. GSRs, groups, SETA rosters, and mailing lists.
 - Help define district lines.
 - Update the Area Assembly on District conventions and events.
- Have a working relationship with the Area Delegate and the Area Chairperson.
- The DCM will:
 - Attend the Area Quarterly Assemblies.
 - Attend all Area Committee Meetings.
 - Attend Regional Forums and SWRAASA (or ensure that a representative from the district attends).
- Maintain contact with all groups in the district, encouraging participation in district activities and being available for solutions to group problems.
- Responsibilities to GSRs:
 - Orientates new GSR 's about their function:
 - Put forth every effort to increase attendance and participation at the district level

- o Encourage GSR's to attend Assembly quarterly meetings.
- Ensure that the district:
 - o Plans and hosts service workshops.
 - o Hosts Assemblies.
 - o Participates in the Area Gratitude Dinner.
- Encourage participation of district AA members on Area Committees
- Orient new District Representatives on Area Committees
- Encourage effective committee work within the District
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition file review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

ALTERNATE DISTRICT COMMITTEE MEMBER (Alt. DCM)

Job Description:

The Alternate is a backup for the DCM as well as stepping into the DCM role should the DCM resign or be unable to serve for any reason. They are voting members at the District but are non-voting members at the Area Assembly unless filling in for the DCM. This District Officer position is elected using the Third Legacy procedure.

Qualifications:

- Sobriety suggestion is a minimum of 4-5 years
- Has served as a GSR and/or other positions at the district level
- Have the time and energy to serve the district well

Duties and Responsibilities:

- This position is a two-year term.
- In absence of DCM, the Alternate assumes the duties of the DCM.
- Assists, participates and shares in the responsibilities of the DCM at district and area meetings.
- Submit monthly articles to the District 40 Newsletter
- Coordinates the annual District Tradition's Dinner (usually held in June), District workshops and is the single point of contact reporting to the District membership.
- Updates the Policy and Procedures Job Descriptions on election years (prior to the District elections held in September).
- Policy and Procedures manual revisions will be documented with approval date in the footer and be submitted to the IT Rep. for posting on District 40's webpage.
- Inventory and store all of District 40's supplies.
- The Alt. DCM will:
 - Attend the Area Quarterly Assemblies.
 - Attend all Area Committee Meetings.
 - Attend Regional Forums and SWRAASA (or ensure that a representative from the district attends).

Job Description:

The secretary records and distributes the minutes of the District meetings. Sends out any mailings/emails related to the minutes and requests for reports from Reps. The job is time consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available. This District Officer position is elected using the Third Legacy procedure.

Qualifications:

- Sobriety suggestion is a minimum of 2 years
- Prior service in group, central office or general service is helpful.
- Basic knowledge in general office work and computer is helpful, but not a prerequisite.
- Access to a computer and email system is needed.

Duties and Responsibilities:

- This position is a two-year term.
- Maintains an up to date roster.
- Have a sense of order, and the ability to capture the essentials of what is happening at a meeting.
- Preliminary Minutes should be sent to DCM 1 week before the meeting for review, prior to distribution.
- Approved Minutes should be sent in a timely manner to the newsletter editor for publication.

Alternate Secretary Job Description:

If the secretary resigns or is unable to serve for any reason, the alternate steps in. The alternate is elected at the same time as the secretary, by the same procedure, meeting the same requirements. The alternate is encouraged to assist, participate and shares in the secretary's responsibilities at the District meeting.

TREASURER

Job Description:

The treasurer keeps financial records for the District and reports regularly to the District. In most cases the treasurer is responsible for encouraging contribution support for the District, Area and GSO services. This District Officer position is elected using the Third Legacy procedure.

Qualification:

- Sobriety suggestion is a minimum of 2 years
- Be organized enough to keep good records.
- Some accounting or bookkeeping experience is helpful.
- Be able to qualify as a signing member on a bank account.
- Have access to a computer.
- Have general computer knowledge. with spreadsheet applications (i.e. Excel).

Duties and Responsibilities:

- This is a two-year term.
- Checks the post office box regularly.
- Deposits all contributions received by groups or members.
- Create and present an annual budget for review and approval by the District.
- Review any requests for additional funds from committee members and reimburse expenses upon approval from District.

Alternate Treasurer Job Description:

If the treasurer resigns or is unable to serve for any reason, the alternate steps in. The alternate is elected at the same time as the treasurer, by the same procedure, meeting the same requirements. The alternate is encouraged to assist, participate and shares in the treasurer's responsibilities at the District meeting.

GENERAL SERVICE REPRESENTATIVE (GSR)

Job Description:

The GSR has the job of linking his or her group with A.A. as a whole. They represent the voice of the group conscience, reporting the group's thoughts to the District Committee Member (DCM and to the delegate, who passes them on to the Conference and subsequently responsible for bringing back to the group Conference Actions that affect A.A. unity, health and growth. They are voting members of their District and Area Assembly.

Qualifications:

- GSR's have two years of continuous sobriety (or as determined by their Group's Conscience).
- Have time available for district meeting and area assemblies.
- Have the confidence of the group and an ability to listen to all points of view.

Duties and Responsibilities:

- Serve for 2 years and the term is usually concurrent with those of the DCMs and Area Delegate
- Attend district meetings and area assemblies.
- Serve as the mail contact with the General Service Office, district and the area.
- Will be listed in the A.A. directories as contacts for their groups.
- Supply their DCM's with up-to-date group information, which is relayed to GSO either to the Records department or through the area registrar.
- Knowledgeable about material available from GSO – new literature, guidelines, bulletins, video, tapes, kits, etc. – and are responsible for passing such information on to the groups.
- Learn everything they can about the 12 Traditions and 12 Concepts and are familiar with *The A.A. Service Manual*.
- Usually serve on group steering committees.
- Work with group treasurers to develop practical plans for group support of GSO. Encourage the group to support the area and district committee and local intergroups and are familiar with the leaflet "Self-Support: Where Money and Spirituality Mix"
- Participate in district and area service meetings and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefits of those who could not attend.

Terms and Method of Election:

- Serve for 2 years and the term frequently runs concurrent with those of the DCM and area Delegate
- Represent their home group and nominated and elected by group members.

Alternate G.S.R.:

An alternate should be elected at the same time. In the event the G.S.R. cannot attend all district and area meetings, the alternate can step in and vote on behalf of their group. Alternates should be encouraged to assist, participate and share in the responsibilities of the G.S.R., attending district and area meetings when feasible.

ARCHIVES COMMITTEE REPRESENTATIVE

Job Description:

Act as a liaison between the District and Area Archives Committee by attending the Area Committee meetings and report back to the District, the highlights*. Acts as the archivist for District 40's and its local groups.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide Archives display and related materials for requested district events.
- Maintain group histories and stores district archives.
- The Rep should plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available.*

SETA Archives Committee:

The Archives Committee gathers current and historical information about AA, especially in our Area and preserves it in a meaningful order. The committee also provides a display of archived items at the annual SETA Convention each January and other events selected by the Area.

This committee provides a clearing house of information in the Area with respect to Archives, coordinating the exchange of ideas and resources between districts. Provides experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

Committee Meetings:

Monthly; 1st Saturday, 10:00 AM. (business meeting followed by a work session)
521 North Sam Houston Parkway East, Suite 215,
Houston, TX 77060.

We welcome visitors. Contact the Chair for additional information. If you are interested in serving on the Archives Committee, contact Sarah D. for more information. Do you have something to add to the Area Archives that will help to preserve the history of Alcoholics Anonymous? Old sobriety chips, pamphlets, books, photographs, newspaper articles, audio tapes, records of group history, etc. are excellent items to consider. Contact area archives chair to make arrangements for archiving your group's historical memorabilia.

For more information, contact the area Archives chairperson at archives-chair@aa-seta.org or check the Archives page at www.aa-seta.org.

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) REPRESENTATIVE

Job Description:

Act as a liaison between the District and Area CPC Committee by attending the Area Committee meetings and report back to the District, the highlights*.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide CPC display and related materials for requested district events.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Cooperation with the Professional Community (CPC) Committee

The Cooperation with the Professional Community Committee leads and coordinates the work of AA members and groups that carry the AA message to the various professionals and future professionals. If you would like to have the Cooperation with Professional Community make a presentation to your group or district, contact the committee chair to set it up. If you would like to be informed of opportunities to help with committee work, please contact the committee chair and you can easily be put on our email update list so that you can be made aware of opportunities to serve.

Committee Meetings:

Monthly- 1st Monday, 7:30 PM
Spring Branch Memorial Club
200 Blalock Rd., Suite #378,
Houston, TX 77055

For more information, contact the area CPC chairperson at cpc-chair@aa-seta.org or check the CPC page at www.aa-seta.org.

CORRECTIONAL FACILITIES COMMITTEE (CFC) REPRESENTATIVE

Job Description:

Act as a liaison between the District and Area CFC Committee by attending the Area Committee meetings and report back to the District, the highlights*.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Provide CFC display and related materials for requested district events.
- Collect old Grapevine copies from groups for prison donations.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Correctional Facilities Committee:

The purpose of a corrections committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, (prisons, state and local jails). We disburse AA literature bought from your generous donations to the Blue Can. We carry the message through setting workshops, presentations and conventions.

Correspondence & Pre-Release: Contact cfc-coordinator@aa-seta.org

Connects an outside A.A. member with an inmate so they may share their experience, strength and hope with each other concerning sobriety and recovery in A.A. through the mail.

The Pre-Release Service will connect an outside AA volunteer with the newly released to provide a temporary link to the A.A. community through transportation to meetings and introductions to other A.A.s.

Committee Meetings:

Monthly- 3rd Wednesday, 7:30-9:00 PM
Spanish District 66 Office
5645 Hillcroft, #410
Houston, TX 770336

Exception: Assembly months of Jan., April, July, Oct.,
Meeting will be held on Saturday, 4:30 in lieu of our regular monthly meeting.

For more information, contact the area CFC chairperson at cfc-chair@aa-seta.org or check the CFC page at www.aa-seta.org.

GRAPEVINE COMMITTEE REPRESENTATIVE

Job Description:

Act as a liaison between the District and Area Grapevine Committee by attending the Area Committee meetings and report back to the District, the highlights*.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide Grapevine display and related materials for requested district events.
- Provide mailing address for District Grapevine subscriptions and disperse the subscriptions as agreed by the district.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Grapevine Committee:

This committee coordinates the work of individual AA members, groups, and districts to read, subscribe to and utilize the Grapevine and Grapevine-produced materials. It also encourages individual AA members to contribute written material to the Grapevine for publication.

Committee Meetings:

Monthly- 3rd Thursday, 7:30-9:00 PM
Delta Club
6401 Southwest FWY #110
Houston, TX 77074

Exception: Assembly months of Jan., April, July, Oct.,
Meeting will be held on Saturday, 4:30 in lieu of our regular monthly meeting.

For more information, contact the area Grapevine chairperson at grapevine-chair@aa-seta.org or check the Grapevine page at www.aa-seta.org

INFORMATION TECHNOLOGY (IT) REPRESENTATIVE

Job Description:

Act as a liaison between the Area IT Committee and the District by attending the Area Committee meetings (either in person or by GoToMeeting), and report back to the District, the highlights*. Keeping the D40's web page updated with current information.

Qualifications:

- Sobriety suggestion is a minimum of 6 months
- Having some knowledge of computer software/hardware is useful, but it is not a prerequisite.

Duties and Responsibilities:

- Attend monthly District meetings and Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Receive D40 Monthly Newsletter in word format from Newsletter Editor; scrub it so no full names or phone numbers appear, etc., and email scrubbed Newsletter to Area Postmaster.
- Scrub and submit to Area Postmaster and Intergroup any D40 flyers, (e.g., D40 events, group functions, new meeting flyers, etc.).
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Information Technology (IT) Committee

The IT Committee is charged with oversight of the Area's Information Technology Assets: Hardware, Software and the Area's Website.

Committee Meetings:

Monthly- 4th Saturday, 10:00-12:00 PM
Spring Branch Memorial Club
1200 Blalock, Suite 378, Room C
Houston, TX 77055

Exception: Assembly months of Jan., April, July, Oct.,
Meeting will be held on Saturday, 4:30 in lieu of our regular monthly meeting.

For more information, contact the area IT chairperson at it-chair@aa-seta.org or check the IT page at www.aa-seta.org.

HOUSTON INTERGROUP LIAISON

Job Description:

Act as a liaison between the District and Houston Intergroup by attending the Committee meetings and report back to the District, the highlights*.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and monthly Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide Intergroup display for requested district events.
- Provide Intergroup display and related materials for requested district events.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

Houston Intergroup Delegate's Meetings:

Intergroup Delegate's Meeting held on the 3rd Thursday of every other month at 8:00 PM @ Houston Intergroup located at 4140 Directors Row, Suites D & E, Houston, Texas 77092.

For more information, contact the area Intergroup Liaison at liaison-houston@aa-seta.org or check the Intergroup page at www.aa-seta.org.

LITERATURE COMMITTEE REPRESENTATIVE

Job Description:

Act as a liaison between the District and the Area Literature Committee by attending the Committee meetings and report back to the District, the highlights including new or revised literature*. The Rep has autonomy to present literature to the District, (i.e. pamphlet challenge, literature trivia, etc.)

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and monthly Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide Literature display and related materials for requested district events.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Literature Committee:

The Committee displays Conference-approved literature, discusses/reviews pamphlets, and/or conducts a pamphlet challenge.

Committee Meetings: Saturday 4:30 PM at SETA Quarterly Assemblies.

For more information, contact the area Literature chairperson at literature-chair@aa-seta.org or check the Literature page at www.aa-seta.org.

NEWSLETTER EDITOR

Job Description:

Act as a liaison between the District and the Area Literature Committee by attending the Committee meetings and report back to the District, the highlights including new or revised literature*. The Newsletter Editor creates the monthly District 40 Newsletter.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- The newsletter must contain;
 - a) The most recent minutes.
 - b) Financial report or financial summary.
 - c) The District Servant names and contact information.
 - d) District 40 map and boundaries.
 - e) Dates for the next District meeting and Area Assembly.
 - f) The remaining content is at the discretion of the current District Newsletter Editor.
- Is responsible for sending the District Newsletter out to the District Committee by email.
- Bring copies of the newsletter to each district monthly meeting (approximately 30 copies).
- Creates a "scrubbed" copy of each month's newsletter, (i.e. removes all last names, personal emails and/or phone numbers), then forward to the district IT representative to be posted on the SETA website.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Newsletter Committee:

The Newsletter Committee publishes an informative and attractive newsletter about service activities and opportunities. The newsletter is published quarterly at each of the SETA quarterly assemblies.

Committee Meetings: Saturday 4:30 PM at SETA Quarterly Assemblies.

For more information, contact the area Newsletter chairperson at newsletter-chair@aa-seta.org or check the Newsletter page at www.aa-seta.org.

PUBLIC INFORMATION (PI) REPRESENTATIVE

Job Description:

Act as a liaison between the District and the Area Public Information Committee by attending the Committee meetings and report back to the District, the highlights*.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and monthly Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide P.I. display and related materials for requested district events
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Public Information (PI) Committee:

The Public Information Committee leads and coordinates the work of AA members and groups that carry the AA message to the public. If you would like to have the Public Information Committee make a presentation to your group or district, contact the committee chair to set it up. If you would like to be informed of opportunities to help with committee work, please contact the committee chair and you can easily be put on our email update list so that you can be made aware of opportunities to serve.

Committee Meetings:

Monthly- 3rd Monday, 7:30 PM
Spring Branch Memorial Club
1200 Blalock Rd., Suite #378, Houston, TX 77055

Exception: Assembly months of Jan., April, July, Oct.,
Meeting will be held on Saturday, 4:30 in lieu of our regular monthly meeting.

For more information, contact the area PI chairperson at pi-chair@aa-seta.org or check the PI page at www.aa-seta.org.

TREATMENT FACILITIES COMMITTEE (TFC) REPRESENTATIVE

Job Description:

Act as a liaison between the District and the Area Public Information Committee by attending the Committee meetings and report back to the District, the highlights*.

Qualifications:

- Sobriety suggestion is a minimum of 6 months

Duties and Responsibilities:

- Attend monthly District meetings and monthly Area Committee meetings.
- Reports area's activity at each monthly District meeting.
- Submit an electronic version of your committee report to the District DCM and Secretary.
- Provide TFC display and related materials for requested district events.
- Plan accordingly to spend within the yearly budget. Additional spending requests can be introduced under the committee report at the district meeting and addressed under new business.

** In the event you cannot make the Area Committee meeting, you can make your report from their Area Minutes if available*

SETA Treatment Facilities Committee:

The Treatment Facilities Committee leads and coordinates the work of AA members and groups in carrying the AA message to alcoholics in treatment facilities. If you would like to have the Treatment Facilities Committee make a presentation to your group or district, contact the committee chair to set it up. If you would like to be informed of opportunities to help with committee work, please contact the Committee Chair and you can easily be put on our email update list so that you can be made aware of opportunities to serve.

Bridging the Gap:

A Temporary Contact is an A.A. member who assists alcoholic patients Bridge the Gap between the treatment facility and outside A.A. meetings. Assisting the newcomer aids the contacts' own sobriety and demonstrates A.A.s Singleness of Purpose.

Committee Meetings:

Monthly- 2nd Monday, 7:00 PM via GoToMeetings

Exception: Assembly months of Jan., April, July, Oct.,
Meeting will be held on Saturday, 4:30 in lieu of our regular monthly meeting.

For more information, contact the area TFC chairperson at tfc-chair@aa-seta.org or check the TFC page at www.aa-seta.org.

ROBERTS RULES OF ORDER

(Amended)

Parliamentary Procedure is a tool to help conduct business and the purpose is to reach an informed group conscience (no winners or losers).

PRIOR TO THE MEETING

- Member discusses agenda item with experienced service members or within a committee.
- Member writes motion, pauses, considers all the ways the motion could be misconstrued, rewords it
- Members talk with DCM prior to District meeting to request to consider.
- DCM decides proper avenue for motion.

PARLIAMENTARY PROCEDURE

- Motion read by member (if from committee, then second already exists).
- Voting member from the floor seconds motion.
- Discussion.

DISCUSSION PROCEDURE

- Discussion is open to all members of the district. (Everyone has a voice.)
- If your opinion has been expressed by another member of the district, it is not necessary to restate.
- Raise your hand to be recognized; Persons will be called in order.
- Speak only once until everyone has had a chance to share.
- Limit your share to 2-3 minutes.
- Vote (two thirds majority on policy items).
- Minority Opinion is asked for and encouraged to share.
- Majority Vote is asked if they wish to change their vote.

RECONSIDERATION

- Majority opinion member moves to reconsider motion, anyone seconds, and vote (simple majority)
- If reconsideration passes, full discussion resumes on **NEW** considerations
- Revote
- Motion closed
- No action can be reconsidered twice.

NO RECONSIDERATION

- If no reconsideration after minority speaks, Motion closes.

TABELING A MOTION

- Postponing a discussion for a later time (usually next District meeting).
- Requires a motion with no comment.
- Needs a second.
- Is not debatable
- Simple majority needed.

AMENDMENT TO A MOTION

- A voting member makes an amendment motion with a second
- Discussion proceeds only on the amendment
- Vote only on the amendment
- All procedures are followed - **ONLY ON THE AMENDMENT**
- When motion is closed, return to primary motion (with or without amendment)

CALLING THE QUESTION

- Brings the discussion to a halt
- Members decide whether to vote (the question) or go on with the discussion.
- Made with no comment
- Requires a second
- Is not debatable
- Requires a two-thirds vote



***Taken from SETA secretary's page power point presentation.

POLICY AND PROCEDURE AMENDMENTS

EXHIBIT C:

This appendix is a summary of approved amendments that have been incorporated into the Policies and Procedures document since its inception.

AMENDMENT TITLE

DATE ADOPTED