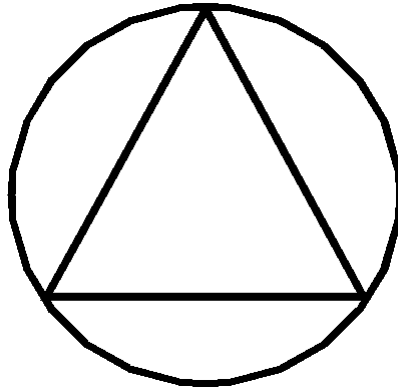


**DISTRICT 70, AREA 67, SOUTHEAST TEXAS
OPERATING GUIDELINES AND PROCEDURES**

**DISTRICT 70
OPERATING GUIDELINES
AND PROCEDURES**



**DISTRICT 70, AREA 67,
SOUTHEAST TEXAS**

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DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

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**DISTRICT 70, AREA 67, SOUTHEAST TEXAS
OPERATING GUIDELINES AND PROCEDURES**

***PREAMBLE
TO
ALCOHOLICS ANONYMOUS***

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

AA GRAPEVINE

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

PREFACE

*The original publishing of **DISTRICT 70, AREA 67, OPERATING GUIDELINES AND PROCEDURES** was approved by Substantial Unanimity of DISTRICT 70 Committee membership on February 10, 2021.*

This book is intended to be a constant reference, both in and out of District Committee Meetings. It was the consensus of the Committee to keep it current with any Committee approved amendments by noting the exact amendment wording in Appendix A of this Edition.

The Committee expresses its gratitude to those dedicated members, past and present, who gave of their time and effort to develop these guidelines for the betterment of Alcoholics Anonymous in District 70, Area 67, Southeast Texas.

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

FOREWORD

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should, therefore, be recognized that the Operating Guidelines and Procedures set forth in this manual for District 70 simply consolidate in one place the suggested procedures ratified by the majority of the membership in 2003. These procedures are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Service Manual of Alcoholics Anonymous.

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

District 70 has declared that its Primary Purpose is to carry the message of A.A. to the groups within its boundaries or registered with the District, the general public and other identified third party non-A.A. entities.

These Groups are responsible to support their District and exercise their "right of participation" by being involved in the activities conducted to help carry the message.

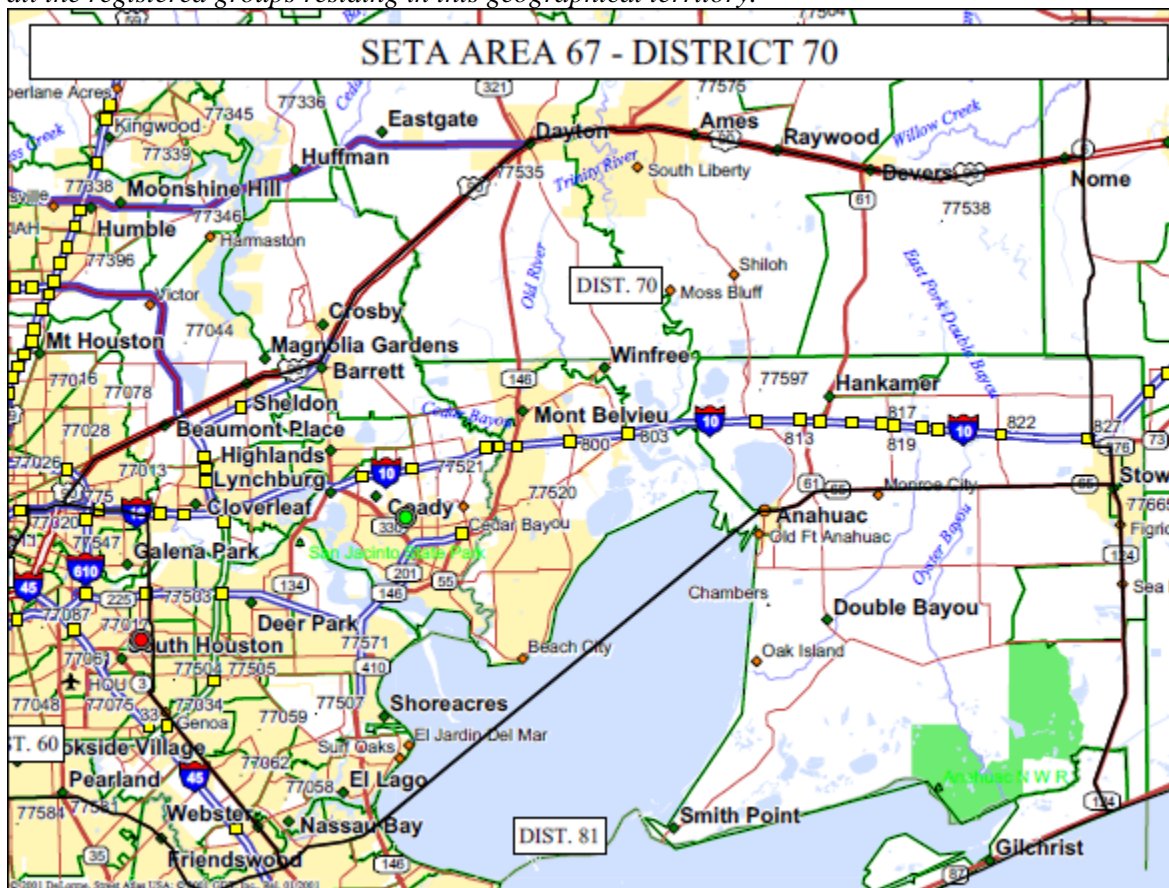
A.A.'s Legacy of Service:

"Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer—ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service"

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

THE DISTRICT

The District is a geographical territory within Area 67, Southeast Texas, of Alcoholics Anonymous. The definition and delineation of these boundaries requires 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.



Under certain circumstances, groups may determine there is a desire to transfer districts. It is suggested that the D.C.M. for both districts attend the group conscience business meeting when the decision is voted on. This will ensure there is not a financial burden on the Districts or Area. Both District Registrars will notify the Area, Intergroup and General Service Office. Any changes in the District boundaries deemed necessary should be carefully considered before enacting, keeping in mind that changes to Group, District or Area records entails a significant amount of work and expense for the District, Area, Intergroup and General Service of Alcoholics Anonymous.

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

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

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

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

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

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

DISTRICT COMMITTEE OFFICERS and MEMBERS

Each District Committee shall consist of officers and members. The officers, while being the district leaders, shall always remain trusted servants.

The District Officers, through the 12 Concepts of Alcoholics Anonymous, may exercise the rights, duties, and responsibilities of their positions outside a District Committee meeting if the urgency of the situation requires such action.

District Committee Officers

- *District Committee Member (D.C.M.)*
- *Alternate District Committee Member (Alternate D.C.M.)*
- *District Secretary*
- *District Treasurer*
- *District Registrar*

Each District Committee Officer should have an alternate, who is elected by the Voting District Members, to help them execute their duties and act for them whenever absent.

Chairpersons of Standing Committees

- *Archives*
- *Correctional Facilities (CFC)*
- *Cooperation with the Professional Community & Public Information (CPC/PI)*
- *Finance & Budget (F&B)*
- *Grapevine (GV)*
- *Literature*
- *Newsletter Editor*
- *Treatment Facilities (TFC)*

It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

General Service Representative (GSR)

All current GSRs and alternates representing the groups registered with the District.

Any member of Alcoholics Anonymous is welcome to attend District Meetings and participate in the District's work. Please refer to District Committee Operations for Voting Eligibility.

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Election of District Officers and Standing Committee Representatives shall take place every two years and coincide with the Area 67 elections. Area 67 falls under the odd number Panels of the General Service Conference. The Delegate, Officers and Committee Chairpersons are elected in October to serve a two (2) year term that starts with an odd numbered year (2013, 2015, 2021).

District 70 follows that same election rotation holding elections in September. This will allow the D.C.M. elected to have the opportunity to attend SWRAASA (occurring in October). This Service function is considered of paramount importance to having a well-informed new D.C.M.

District Committee Member (D.C.M.) / Alternate District Committee Member (Alt. D.C.M.)

The election is in accordance with the Third Legacy Procedure of Alcoholics Anonymous and as described and outlined in the Area 67 Policy and Procedures manual and the A.A. Service Manual.

District Secretary, Treasurer and Registrar and Alternates

These positions are elected by Substantial Unanimity of the total votes cast.

Standing Committee Chairpersons

The positions shall be elected by Simple Majority of the total votes cast. It is not required that the voting District members elect the Alternate to Standing Committee. Preferably Alternates are elected by the Standing Committee.

General Service Representative (GSR)

Registered groups with the District elect the GSR at their respective Group elections. Groups are urged to hold their elections to coincide with the Districts' and/or Areas' election schedule.

Qualifications of Candidates for District Positions:

*It is recommended that Officer and the Alternate candidates have **two or more years of continuous sobriety** and declare District 70 as their home district. Candidates should have the sufficient time and means to serve and the ability to fulfill the requirements of the Job Description.*

Furthermore, any member of District 70 that is a present or past GSR or any past Standing Committee member may stand for any of the District Officer positions.

District Officer Positions are:

- *D.C.M. and Alternate D.C.M.*
- *District Secretary*
- *District Treasurer*
- *District Registrar*

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Qualifications of Candidates for Standing Committee Positions:

Standing Committee Chairperson and Alternate candidates can be a present or past GSR or any active member of A.A. It is recommended that candidates have two or more years of continuous sobriety and declare District 70 as their home district. Candidates should have the sufficient time and means to serve and the ability to fulfill the requirements of the Job Description.

Resignation of Officers

Should an elected District Committee Officer resign, the following procedure will be followed:

- *The Alternate to that position, the D.C.M., Secretary, Registrar or Treasurer will immediately fill the position until a special election is held in the following month.*
- *Election of a new Alternate will be announced for a following District meeting, during which time eligible members may decide their willingness to stand as a nominee.*

Resignation of a Standing Committee Chairperson

The resignation of a Standing Committee Chairperson will be filled by the alternate, if available. If no Alternate is available, the vacancy will be announced to all members so potential candidates can be found within the fellowship and submitted for nomination at a future District meeting.

Termination of Officers and Standing Committee Chairpersons

District 70 has decreed that any elected Officer or Standing Committee Chairperson who misses 3 consecutive meetings without notice or reason or fails to provide a meaningful report for 3 consecutive meetings, shall be removed from that position by majority vote of the District Members.

The vacancy will be filled according to the procedures described above. The consensus of the District membership exerts that:

- *it is a privilege to serve in A.A.*
- *all service positions should be occupied and active for the good of the suffering alcoholic*
- *inactive or absent officers and chairpersons deprive another member the opportunity to serve*

Holding Multiple Positions Within the District

District 70 guidelines state that any person holding a District Officer Position, or a Committee Chair Position cannot hold any other district position while serving the mandated term of their current position.

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

DISTRICT COMMITTEE OPERATIONS

This section is a compilation of procedures and processes that the District Committee either agreed to adopt in 2021 or carried over from previous years' operation. 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 proper discussion and vote by all Committee Members.

Voting Eligibility, Rights and Privileges:

*By unanimous consensus, District 70 decreed that only District Committee Members (**Voting Members**) may vote on District business or Amendments to the Operating Guidelines and Procedures. The Secretary records the proposals and voting results in the minutes for historical purposes.*

Voting Members are defined as:

<u>Position</u>	<u>Number of Votes</u>
• D.C.M.	1
• Alternate D.C.M.	1
• District Secretary	1
• Alternate Secretary	1
• District Treasurer	1
• Alternate Treasurer	1
• District Registrar	1
• Alternate Registrar	1
• Archives Chairperson / Alternate	1
• CFC Chairperson / Alternate	1
• CPC/PI Chairperson / Alternate	1
• F&B Chairperson/ Alternate	1
• Grapevine Chairperson / Alternate	1
• Literature Chairperson /Alternate	1
• Newsletter Editor / Alternate	1
• TFC / Alternate	1
• GSR / Alternate	1
• Past D.C.M.(s) of District 70	1 each

The Registrar will take a count of eligible voters at each District business meeting.

Voting Terms:

Simple Majority 51% of total votes cast by voting members present

Substantial Unanimity 2/3 of total votes cast by voting members present.

Voting Members holding 2 positions may only vote once. (Group and District position)

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Voting on Business Issues

All District business requiring membership approval will “pass or fail” by Simple Majority of voting members present. However, the Minority Opinion should always be heard.

The D.C.M. will follow the protocol used by the General Service Conference when voting on business issues:

- *Motion is made and seconded.*
- *Floor is opened for discussion to ensure all information is presented.
The D.C.M. limits the discussion to 2 minutes by an individual; a member may speak only once to the current motion.*
- *The “question is called” if necessary, to end discussion, then a vote is taken to invoke the procedure.
If the “call” passes, then discussion is stopped, and the motion is voted.
If the “call” fails, then discussion continues until exhausted and the motion is voted.*
- *A vote is taken using the standard Simple Majority*
- *Minority voters are asked if they wish to present the “Minority Opinion”*
- *Upon completion of the “Minority Opinion” the D.C.M. will ask if anyone in the Majority wishes to change their vote.
A response of “yes” will result in a second vote taken on the motion*
- *If the Majority remains the same, then the motion is “Passed”; if the Majority shifts then the motion “Fails.”*

Voting on Amendments to the Operating Guidelines and Procedures

- *Proposed amendments to this document shall be submitted in writing to the D.C.M., with a copy to the Secretary, **at least 1 month prior to the next Committee meeting.***
- *The D.C.M. shall include the proposed amendment on the agenda of the next following Committee meeting.*
 - *A copy of the proposed amendment will be provided to all Officers and GSRs/Alt, in attendance.*
 - *An explanation of the proposed change, sufficient to create an informed conscience, will be given followed by any clarifying discussion.*
 - *A vote by the eligible Committee members in attendance may follow discussion.*
 - *The D.C.M. may request that each GSR/Alt take the change(s) back to their Group for discussion and be prepared to vote their Group's conscience at the next Committee meeting.*
 - *Any GSR/Alt may request that an item be taken back to the groups for input and consideration.*
- *A Substantial Unanimity vote shall constitute the adoption of the amendment.*
- *The amendment will be recorded in Appendix A of this document noting the change from and to, with the approved date and vote tally by the Registrar.*

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Monthly District Meetings:

The District Committee shall meet monthly at a time and place selected by the D.C.M. and approved by the Officers and, if possible, the entire Committee.

The meeting will be of sufficient duration to effectively conduct the necessary business of the District committee. Start and finish time will be determined by the D.C.M. based on the amount of business at hand.

- *The District Committee meeting will be chaired by the D.C.M. or, in his/her absence, by the Alternate D.C.M.*
- *If the D.C.M. or Alt D.C.M. is unavailable, the meeting is chaired by the Secretary / Alternate, Registrar/Alternate, lastly the Treasurer/Alternate.*
- *The D.C.M. will prepare an **agenda** of business and distribute, to all active members on the Registrar's roster, one week in advance of the scheduled meeting.*
- *The D.C.M.'s role is to keep the meeting on track and focused to accomplish the agenda items avoiding sidebars and loss of interest by the members. It is the D.C.M.'s responsibility to ensure the committee achieves an informed group conscience.*

Minimum requirements for the Agenda:

- *Introduction of members via Roll Call*
- *Review and approval of the previous meeting minutes*
- *Review and approval of the current month Treasurer's report*
- *Standing Committee activity reports*
- *Additional items can be Traditions and Concepts study, "special project" reports, Group problems, unfinished business, and new business.*

Meeting Minutes:

- *The District Secretary will record the minutes of the meeting and provide them in summary form to the D.C.M.*
- *The D.C.M. will review and approve, two weeks prior to the next scheduled meeting.*
- *Upon approval by the D.C.M., the secretary will distribute the minutes by email at least one week prior to the scheduled monthly District meeting.*
- *The email distribution list is provided by the Registrar.*
- *The District Secretary will forward the approved meeting minutes to the Area Secretary via email.*

Standing Committee Reports:

- *The Chairperson should provide a verbal report on the activities of the committee.*
- *A summary of the report should be provided in writing to the District Secretary and District Newsletter Editor for incorporation into the Meeting Minutes and District Newsletter.*

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Treasurer's Report:

- *Understanding that the Treasurer will close out the previous month's books prior to a scheduled District meeting, every attempt should be made to distribute the financial report by email.*
- *The financial report will be distributed to all members listed on the District Roster provided by the Registrar.*

Bank Account(s):

A bank account is established as non-profit. Proper Board meeting papers are on file. District 70's bank accounts require 2 signatures on all checks. Those officers with authority to sign are:

- *District Committee Member*
- *Alternate District Committee Member*
- *District Treasurer*
- *District Alternate Treasurer*
- *Most Recent Past District Committee Member*

After the election of officers in October the new elects shall execute new bank signature cards, removing the former officers from signature authority. If the bank requires Board meeting minutes, they shall be prepared by the District Secretary.

Other changes to the accounts such as the creation of new accounts using the District 70 name or the change in the financial institution require notification and approval from the District Committee prior to change.

Post Office Box:

Changes to the mailing address for District 70 require notification and approval from the District Committee prior to change.

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

FINANCE AND BUDGET

District 70 has elected to operate as a non-profit organization.

In keeping with the 7th Tradition of Self Support District 70 encourages the active participation of any member in Service Work. To that end the District requires an expense budget to be prepared each year for funding of 12th Step work for the upcoming year.

The district operating budget will be prepared by the Finance and Budget Committee. The Committee consists (at a minimum) of the Finance Committee Chairperson, Treasurer and Alternate D.C.M. All District members are eligible to participate.

*The annual operating budget is to be submitted to the membership at each **October** meeting by the Finance Committee Chairperson. The members have the responsibility to review the budget items prior to the November meeting at which time the line items will be discussed and adjusted if necessary, to achieve a balanced budget (projected income = estimated expenses).*

*The final budget shall be approved no later than the **December** meeting and must be approved by the District members by Simple Majority vote.*

Members of the District Committee who can submit expense budget requests to the Finance Committee for inclusion in the District Budget are:

District Committee Officers

- *District Committee Member (D.C.M.)*
- *Alternate District Committee Member (Alternate D.C.M.)*
- *District Secretary*
- *District Treasurer*
- *District Registrar*

Chairpersons of Standing Committees

- *Archives*
- *Correctional Facilities (CFC)*
- *Cooperation with the Professional Community & Public Information (CPC/PI)*
- *Finance & Budget (F&B)*
- *Grapevine (GV)*
- *Literature*
- *Newsletter Editor*
- *Treatment Facilities (TFC)*

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Realizing that the budget is only a plan for income and expense, it is the responsibility of the Finance Committee Chairperson and the District Treasurer to manage the District's accounts to maintain good financial health while remembering it should "not become a seat of perilous wealth and power."

Budget Revisions

Reserves for Special Projects may be set aside in the proposed budget to be allocated the following year by the District Committee Members or during the year. These Special Projects, such as Service Workshops, should have a Committee Chair assigned to submit a budget, plan, organize and direct the activities. See Workshop/Convention Committee Procedure.

If the District Officers or Standing Committee Chairs requires funding for an unbudgeted expense, the item should be brought to the Finance and Budget Committee for review and recommendation to the District Committee to accept or reject.

Approval Process

The Finance Committee shall make the members aware of any financial consequences should they approve the unbudgeted expense.

- *Approval of unbudgeted expenses shall not cause the approved budget to be amended but simply add the new expense line item to the monthly Treasurer report.*
- *Special Projects will result in the new line item to the monthly Treasurer report.*
- *The minutes will record the District committee action and the monthly Treasurer report will track the expense amount.*

Prudent Reserve

*For the protection of the District, the membership has decreed unanimously to establish a **prudent reserve of funds** from available cash in the operating account. A prudent reserve will be the lesser of ½ of the operating budget expenses for the next fiscal year or \$2,000. These funds are to be set aside as a line item in the financial statement. These monies are to be used in the event of an emergency requiring the District to cover expense obligations without having the necessary income.*

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Existing District Expense Obligations

District 70 has previously adopted the approved practice of funding the D.C.M. or Alternate D.C.M. to attend SWRAASA, the Southwest Regional Forum (alternating years in the month of October) and the Area Assembly. Funding for District Officers to attend these functions:

SWRAASA

- Incoming D.C.M. *Hotel (2 nights) & Airfare Only*

Southwest Regional Forum

- *Current D.C.M. or Alternate D.C.M.* *Hotel (2 nights) & Airfare Only*

Area Assembly

- *Current D.C.M. and Alternate D.C.M.* *Hotel (1) Night Only*

In the spirit of self-support District 70 encourages all Groups to support their General Service Representative by funding certain expenses related to the approved service activities (Area Assembly, SWRAASA, Forum, etc.).

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

WORKSHOP-CONVENTION COMMITTEE PROCEDURE

The District Committee, based on its experience, believes workshops and conventions are a valuable means of carrying the message of Alcoholics Anonymous. It also believes that “success” in carrying the message through this means is measured by achieving the full support and participation of the District Committee members themselves. Workshops and conventions are not a means for financial gain.

District 70 shall plan two Service Events per calendar year, one event usually held in the spring Between March and April and a second in the fall between September and October. The Event Committee Chairperson is elected by District Committee from experienced, qualified, and willing candidates.

- *The selection of the Spring Event Chair takes place in September of the preceding year.*
- *The selection of the Fall Event Chair takes place in March of the current year.*

District 70 Committee Members will first approve any such function with a Substantial Unanimity vote.

The Event Chair will report progress to the District Committee on a monthly basis starting the month following selection.

The Event Committee Members

Event Chairperson: *Forms a committee with the listed positions, each willing to do their assigned duties and conduct (as a minimum) a monthly planning meeting. Accountable for the performance of each Event Committee member and the single point of contact for any event decisions, issues, information, or concerns. Arrange for taping/recording of the event if necessary*

Treasurer: *Prepares a budget for the event, based on input from the other activity chairs, and submits to the Event Chair.*

Secretary: *Serves as the official recorder of event committee meeting minutes; prepares and issues meeting notices; prepares “Report to District” for the Event Chair to present at District meetings and retains copies of all related event records for transfer to District Archives.*

Program (agenda) Chairperson: *Prepares event agenda for review and approval by the Workshop Committee. Contacts participants, secures commitment, identifies expenses, arranges for reimbursement, and continually communicates with invited guests.*

Facility or Site Chairperson: *Conducts search; gets bids and recommends location for event. Ensures necessary setup and teardown are completed to meet agenda, anticipated attendance and facility needs of other participating committees.*

DISTRICT 70, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Registration Chairperson: *Records pre-registration, ensures correct fees (if any) are paid and prepares name badges. Reports registration data to Event Chair; sets up and handles on-site registration at the event.*

Flyer and Distribution Chairperson: *Designs event flyer and after approval by District Committee arranges printing and area wide distribution which including posting on Area 67 website and publishing in the Area and other District newsletters.*

Hospitality Chairperson: *Assembles a “greeter” team, determines food and beverage needs for duration of event. Selects a coffee team, sets up station and brews coffee as needed. Invites all District 70 groups to participate and bring food. Purchases other necessary items and submits receipts for reimbursement.*

Planning the event:

A budget should be established as the first order of business by the Event Committee. The proposed budget will be presented to the Finance and Budget Committee and District Committee for approval and funds will be set aside from the general operating account.

A separate bank account is not needed at this time. The Event Committee Treasurer will be responsible for compiling an accurate monthly report of finances and presenting it to the Finance and Budget Committee Chairperson and District Committee.

