



POLICIES AND PROCEDURES MANUAL

***SOUTHEAST TEXAS AREA 67
DISTRICT 82 of Alcoholics Anonymous***

REVISED December 2023

PREAMBLE TO ALCOHOLICS ANONYMOUS

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

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

—AA GRAPEVINE

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FOREWORD

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

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

PREFACE

This is the "Policies and Procedures" of Southeast Texas Area 67, District 82. This document was approved by the District Committee in March 2013 and updated in December, 2023.

The District Committee wishes to express its gratitude to those dedicated members, past and present, who gave of their time and effort to develop these guidelines.

PREAMBLE TO DISTRICT 82 POLICIES AND PROCEDURES

District 82 of the Southeast Texas Area Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of any or all A.A. Groups in District 82 of the Southeast Texas General Service Conference Area. In the course of its deliberations and discussions, the District Committee shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and the A.A. Service Manual and shall strive to be the true voice and group conscience of the district.

Service shall be the District Committees' primary purpose and the Committee shall encourage all Groups to participate in the business of the District Committee and to support the Southeast Texas Area Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.

The District Committee is specifically charged with the duty of electing a District Committee Member (DCM) to the Southeast Texas Area and to give the DCM financial support to assist him or her in the course of the duties of the office. The District Committee is further charged with electing an Alternate District Committee Member to the Southeast Texas Area and such District Officers, as it deems necessary.

The District Committee is responsible to serve all the Groups and meetings 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 MEMBERSHIP

District 82 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 82 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 82 Committee Representatives to the Area's Standing Committees

- a. Archives
- b. Budget Ad Hoc
- c. Cooperation with the Professional Community Chair (CPC)
- d. Correctional Facilities Chair (CFC)
- e. Grapevine Chair
- f. Intergroup Liaison
- g. Literature Chair
- h. Multilingual Chair
- i. Newsletter Chair
- j. Public Information Chair (PI)
- k. Treatment Facilities Chair (TFC)

3. All past District 82 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.*

Note 1: All Alternates will have full voting privileges only in the absence of the elected or appointed primary member.

Note 2: It is suggested that a person serve only one term (two years) in a given position. The only exception in District 82 being the non-rotating position of District Archives Committee Chairperson.

DISTRICT 82 COMMITTEE OPERATIONS

This section is a compiling of procedures and processes from the experience and approved motions of the District 82 Committee. It is how we conduct District 82 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 82 Committee Meeting:

1. The Committee shall meet monthly at a time and place approved by the District 82 Committee as a whole. The meeting date, time and location may be changed by a 2/3 vote to work with other events, holidays, and unforeseen issues.
2. The meeting will be of a sufficient duration to effectively conduct the business of the District 82 Committee while striving for a maximum duration of 1.5 hours whenever possible.
3. The District 82 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.
 - i. A formal opening of the meeting
 - ii. Passing the roster sheet, and in the presence of new members or visitors, an introduction of members by roll call
 - iii. Approval of previous minutes
 - iv. Treasurer's report by approval
 - v. Officer reports
 - vi. Group Reports
 - vii. Committee Reports
 - viii. Old business
 - ix. New business
 - x. Open positions
 - xi. Next meeting date, time and location
 - xii. 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 at least one week prior to the scheduled monthly District Meeting.
 - ii. The distribution list is maintained and provided by the Secretary.
 - iii. Send approved Minutes to the SETA IT Committee to be placed on the District 82 page on the SETA website.
3. The Treasurer will maintain the District's financial records and provide a monthly financial report to the District 82 Committee.
 - i. The report will be given to the Secretary to distribute to the active Committee Members in at least one week prior to 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 prospective 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 82 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 month prior to the next District meeting, to be presented to the District 82 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.

D. Electronic Meetings:

For the foreseeable future, District 82 is not holding hybrid/in-person electronic District meetings. However, *should the decision be made to begin holding hybrid meetings, the following procedures will be observed to make these meetings as effective as possible.*

1. For those in the room, please keep in mind that we need to safeguard our electronic participants' Right of Participation:
 - i. Come to the microphone to speak so those watching from another location can hear what you have to say—speaking louder has not proven successful.
 - ii. If you're not willing to come to the mic, it's not fair to the electronic participants for you to say something to only those in the room; it's also not reasonable for you to expect the Chair to repeat all of your statements, thereby taking twice as much time as your statements should have.
 - iii. If the Chair is trying to resolve (mis)communications with electronic participants, please do not start side conversations—they only add more noise and confusion.

2. For those participating electronically:
 - i. Mute yourself when not speaking to cut down on background noise.
 - ii. Dress appropriately for all who might see you. This applies to both your on-camera presence and the photo or avatar you use when you turn your camera off.
 - iii. Raise your hand when you wish to speak, electronically or physically, same as if you were at the meeting in person.

DISTRICT VOTING

1. Only District 82 Committee members (see page 5, District Membership) 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 III of the 12 Concepts of Alcoholics Anonymous), may exercise the rights, duties and responsibilities of their positions outside the District 82 Committee meeting if circumstances require immediate action or it is regular business as per their job description.
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*).

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 82 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 82 Committee members or, in their absence, their alternate.
2. All Group Service Representatives or, in their absence, their alternate.
3. 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 District Executive Officer who misses two consecutive meetings or three meetings in person in a calendar year may result in being considered an inactive member. Any Representative/Committee Chair that misses any three meetings in a calendar year will be considered an inactive member. The replacement for the Committee position of that inactive member shall be elected with the standard majority voting procedures unless an immediate temporary replacement is necessary, then the DCM can appoint one as per Concept III. The nominations and vote of the permanent replacement will take place at the next District meeting following. No more than one attendance can occur in a calendar year by phone/call-in.

2. Should an Officer or Committee Representative find it necessary to resign their position, the replacement for the Committee position will be elected with the standard majority voting procedures unless an immediate temporary replacement is necessary, then the DCM can appoint one as per Concept III. The nominations and vote for the permanent replacement will take place at the next District meeting following.

DISTRICT FINANCIAL CONSIDERATIONS

A. Banking

1. The District 82 Committee operates as a not-for-profit organization.
2. An account in the due of the District 82 Committee is maintained in a FDIC approved Institution.
3. One (authorized) signature is required on all District's checks, unless the check will be written out to the Treasurer or DCM for reimbursements.
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 bank statements).

B. Budget

In keeping with our Seventh (7) Tradition of Self-Support, the District 82 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. During the second year of the term, budgets are to be submitted to the District 82 Committee after September elections so both the incoming and outgoing Chair have input.
3. Budgets should be approved and on record by year end.
4. A balanced budget shall be presented based on actual group contributions received in last twelve months ending September 30.

5. The District operating budget will be compiled by the Treasurer(s) and/or a Budget Committee.
6. Realizing a budget is only a plan, the Treasurer maintains the District's funds to preserve good financial health and keeps the District 82 Committee informed.
7. Should a member of the District require funding for an unbudgeted expense, the item should be presented at the soonest District 82 Committee meeting for voting approval. Any ancillaries associated with a job description can be purchased and motioned for reimbursement at the following meeting.

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.
4. District 82 shall not contribute funds to any other service entity outside of District 82. Service entities include other districts, areas, General Service Office, or Intergroup. However the District Committee may support A.A. Service Structure events or functions such as workshops, hospitality rooms, anniversaries, conventions.

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.

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 82 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 82 each year within one's rotation.

See the District 82 page on the SETA website for the individual position descriptions of all service positions for the district.

<http://www.aa-seta.org/dcms/82/index.shtml>

Duties of the District Officers:

1. District Committee Member (D.C.M.):
 - a. Is the Chairperson of the District 82 Committee meeting.
 - b. Provides the agenda to the Secretary to be emailed to District Chairs and GSR's at least ten days prior to the District Meeting.
 - c. Is a member of the Area Committee (refer to AA Service Manual Chapter 3).
 - d. Has frequent contact with GSRs and Groups, by various means available.
 - e. Keeps the District 82 Committee and Groups informed on activities of National, Regional, Area, and District levels.
 - f. Appoints Chairs to establish all ad-hoc committees as required to study the needs of the District and its entities.
 - g. Assists, oversees, and encourages District standing and ad-hoc Committee work as to maintain the Traditions and the Concepts of World Services, and

- h. Maintains the District Meeting Notebook to be passed on to the incoming D.C.M. ensuring accuracy. A central file can be scanned on the District thumb drive for general use by the District and then preserved 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 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 uncovered 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 uncovered checks.
 - e. Assists the groups in the practice and understanding of our Seventh (7th) Tradition.

DISTRICT INVENTORY

1. A District Inventory must be completed every five years during the second quarter (beginning in year 2024).
 - a. The District Committee Member (DCM) will form an ad-hoc committee to facilitate the inventory no later than January. The committee will be responsible for deciding the format of the inventory process.
 - i. Suggestions can be taken from the AA Group Pamphlet, Group Inventory section, by considering the questions in the AA Traditions Checklist (from the AA Grapevine), or any other AA source deemed appropriate by the ad-hoc committee.

AMENDMENT PROCEDURES

1. Proposed amendments to these policies and procedures shall be submitted in writing to the District Secretary, with a copy to the District Committee Member, 21 days prior to the next business meeting.
2. The District Committee Member shall include the proposed amendment on the agenda of the next following business meeting, and at least 10 days prior to such meeting, a copy of the proposed amendment will be mailed or emailed to all GSRs with a request that each GSR be prepared to vote their group's conscience at the next business meeting.
3. A two-thirds majority of those voting shall constitute the adoption of the amendment.
4. All approved amendments shall be recorded in APPENDIX A of this document with the date of the approval. These amendments shall be recorded in the Policy and Procedure Manual by the Secretary.

APPENDIX A – Amendments to the P&P

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

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

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

- 10) Section: Preface, - Changed date of approval for these amendments to March 2013.
- 11) Section: District Committee, Changed the first sentence to read “The District Committee is made up of the following elected or appointed members, each with full voting rights”:
- 12) Section: District Committee, Item 5 - Added Budget Ad Hoc Committee
- 13) Section: District Committee, Note 1 - Changed the sentence to read “All Alternates will have full voting privileges only in the absence of the elected or appointed primary member.”
- 14) Section: District Committee, Note 2 – Changed resource reference to read “The A.A. Group pamphlet pg. 18”
- 15) Section: Responsibilities of Officers, Chairpersons, and Liaisons - Changed the sentence to read “The District Committee is charged with the responsibility of drafting and or maintaining job descriptions and responsibilities for the district service positions every two years.”

- 16) Section: Finance, Item 2 – Strike the word or from the sentence “All checking and/or savings accounts shall have the following on the signature cards: Treasurer and Alternate Treasurer, DCM and Alternate DCM and or others approved by the District Committee.”
- 17) Section: Finance, Item 6 – Changed the last sentence to read “However the District Committee may support A.A. Service Structure events or functions such as workshops, hospitality rooms, anniversaries or conventions.
- 18) Section: Elections, Item 1 – Corrected grammatical error “be” in the sentence.
- 19) Section: Elections, Item 1 – Added the sentence “See DCM and Alternate DCM job descriptions.”
- 20) Section: Elections, Item 3 – Added the sentence “See Treasurer and Alternate Treasurer job description.”
- 21) Section: Elections, Item 4 – Added the sentence “See Secretary and Alternate Secretary job description.”
- 22) Section: Elections, Item 5 – Changed the item to read “Election of Officers, Chairpersons/Liaisons to standing committees, and their alternates will be determined by the person receiving the most votes, said votes to be cast by written ballot by those members of the District Committee present and voting at the time the election for each position is held.”
- 23) Section: Elections, Item 6 – Changed the last sentence to read “The duties of any vacant position will be assumed by the District Committee Member, Alternate District Committee Member or Appointee by the District Committee Member until the following monthly meeting.”
- 24) Section: Amendments Procedure, Item 4 – Changed the statement to read “All approved amendments shall be recorded in APPENDIX A of this document with the date of the approval. These amendments shall be recorded in the Policy and Procedure Manual by the Secretary.”

These are the amendments approved for the District 82 Policy and Procedure Manual, Second Edition, by the District 82 Committee beginning **XXXXXXX, 2023**:

- 1) Incorporated updated formatting (i.e., running headers and page numbering, etc.).
- 2) Modified the policies and procedures, based on a review by an Ad Hoc Committee of the policies and procedures from District 33, 40, and 82.

MAP



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DISTRICT 82 BOUNDARY

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