

**POLICIES AND
PROCEDURES
MANUAL**



FIFTH EDITION

SOUTHEAST TEXAS AREA

Revised February 2026

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.

A.A. 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 procedures set forth in this manual for the Area Assembly, Area Committee, and Districts simply consolidate in one place the suggested procedures ratified by the majority of the Southeast Texas Area Assembly membership at the time of this edition. 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 Area Assemblies and Districts may, of course, decide to exercise their "right of decision" and amend the suggested 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.

PREAMBLE
TO
POLICIES AND PROCEDURES

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 the Southeast Texas General Service Conference Area. In the course of its deliberations and discussions, the Area Assembly 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 Southeast Texas Area A.A. Unity.

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

The Area Assembly is specifically charged with the duty of electing a Delegate to the General Service Conference and to give the Delegate financial support to assist him or her in the course of the duties of the office. The Area Assembly is further charged with electing an Alternate Delegate to the General Service Conference and such Area Officers as it deems necessary. The Area Assembly is additionally charged with a responsibility for support of the entire AA fellowship with specific attention to all Districts, Groups and Service Committees as we continue to carry out Twelfth Step work.

PREFACE

This is the fifth edition of the "POLICIES AND PROCEDURES MANUAL" of The Southeast Texas Area Assembly. The first edition appeared in 1983 and the second edition was printed in 1995.

Because this book is a constant reference, both in and out of Assembly, it was the consensus of the Assembly in 1999 to update it again by adding the amendments passed since publication of the Second Edition. All amendments have been incorporated into the body of the document to create this edition.

The Assembly 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 Southeast Texas.

THE AREA ASSEMBLY

The Area **Assembly** is made up of the following elected members, each with full voting rights:

1. Delegate
2. Alternate Delegate
3. Area Officers
4. Liaisons to Inter-groups
5. District Committee Members
6. General Service Representatives
7. Past Delegates of the Southeast Texas Area and Past Delegates from other Areas who have relocated to Area 67 and have lived in this Area for two or more years.
8. Chairpersons of all Assembly approved committees:
 - a. Archives
 - b. Cooperation with the Professional Community (CPC)
 - c. Correctional Facilities (CFC)
 - d. Grapevine
 - e. Finance
 - f. Newsletter
 - g. Public Information (PI)
 - h. Treatment Facilities (TFC)
 - i. State Convention Attendance Promotion Committee (SCAP)
 - j. Information Technology
 - k. Multi Lingual
 - l. Literature
 - m. La Viña
 - n. SETA Convention Committee

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

Term of Service: It is suggested that a person serve only one term (two years) in any given position, except as stated in the exceptions below:

1. The Area 67 Archives Committee Archivist is a non-rotation position.
2. The Terms of Service for the SETA Convention Committee and its Chairperson on the Area Assembly will be limited to the year preceding the Convention to which they are elected to serve.

AREA OFFICERS & COMMITTEE

The officers of the Area **Assembly** shall be:

1. Chairperson
2. Secretary
3. Registrar
4. Treasurer

The Area **Committee** shall be composed of:

1. Delegate
2. Alternate Delegate
3. Area Officers
4. District Committee Members
5. Liaisons to Inter-groups
6. Chairpersons to all Assembly approved committees

AREA ASSEMBLY MEETINGS

1. The Area **Assembly** shall meet no less than quarterly in at least a one day session.
2. The Area **Committee** shall meet on no less than a quarterly basis.
3. Notices of future meetings and minutes of the previous meeting shall be emailed at least 30 days prior to the next quarterly meeting.
4. Each Agenda topic requiring approval of eligible voting members be submitted in writing via email to the Area Chairperson at least 45 days before the date of the next Assembly; and, that each Agenda topic, and pertinent background, be distributed to all eligible voting members at least 30 days before the next Assembly to assure that the Agenda topic is afforded the benefit of a fully informed group conscience, in accord with Tradition Two.
5. An Area inventory must be completed every five years (beginning 2012). The Area Chair 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.
6. Verbal announcements, flyers, or displays shall be allowed at all SETA Assemblies and Conventions if the events are sponsored by any one or more of the following entities:
 - a. SETA Assembly sponsored events, including, SETA Conventions and

SETA service committees;

- b.* Events sponsored by SETA districts and/or groups;
 - c.* General Service Structure of AA events sponsored by the General Service Board or General Service Office of Alcoholics Anonymous, including General Service Conferences, International Conventions, SWRAASA, Regional Forums, Special Forums and other similar events;
 - d.* Texas State Convention, including when held in cities outside of the SETA Area 67 Area.
 - e.* Intergroups/Central Offices events, such as workshops, sponsored by Intergroups/Central Offices and their service committees located within the boundaries of SETA Area 67; and
 - f.* The conferences and committees of Young People in Alcoholics Anonymous, including when held in cities within the Southwest Regional Area.
7. The current Delegate, Alternate Delegate and Chairperson plus THREE trusted servants are to be funded for travel and lodging to attend future Regional Forums and SWRAASAs. Funding will be made available for lodging cost and travel by air for coach tickets purchased at least 21 days in advance. The estimated amount will be considered when the budget is proposed as any other expense is considered. The budgets for the Delegate, Alt. Delegate and Chairperson will include their lodging and travel expenses. There will be a separate line item on the budget (currently called the "Regional Pool") for the three additional persons to be selected to attend. The trusted servants to be selected to be funded from the Regional Pool each year are currently members of the Area Committee, Budget holders or their Alternates. The timing for the selection of such trusted servants is to be made in the same year in which the Regional Forum or SWRAASA is held, such selection to be made by lottery with the names drawn from a hat at the April Assembly on Sunday morning of each year.
8. The Area Assembly shall strive to provide training for Area Service Committees. This includes specific training on expectations of the Area Committee Chairs, and How to chair a meeting. Also, the Area should provide DCM training that includes expectations of office, how to lead a District, how to encourage involvement and develop young people and Multilingual participation.
9. SETA shall require all Area 67 events - (SETA Conventions SETA Assemblies, SWRAASA, or Forums) carry special event liability insurance to protect from any losses stemming from personal injuries, property damage, medical payments, and lawsuits at an event.

TAX AND FINANCE

In order for the Area Assembly to fulfill its responsibilities to give financial assistance to the delegate as prescribed in the A. A. Service Manual, provide for mailing and publishing expenses, and other expenses of the Area, necessary funds must be available. Each Southeast Texas Area Group is asked to voluntarily contribute to the Area treasury. These contributions are not dues or levies, but are voluntary contributions.

FINANCE

1. The Area Treasurer, as directed and authorized by the Area Assembly, shall conduct all financial activities of the Southeast Texas Area, including the filing of tax returns when required.
2. All checking and/or savings accounts shall have the following on the signature cards: Treasurer, Alternate Treasurer, Delegate, Area Chairperson and Secretary (as needed).
3. All checks disbursed by the Treasurer will have two signatures.
4. The Treasurer, with the approval of the Finance Committee, may choose or change the current financial institution for the SETA Area 67.
5. The Finance Committee will meet by April of all years beginning in 2019, and review the prior year's final statements, with attention paid to the amount of unrestricted cash remaining on hand at the end of the prior year, and determine if there are sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference. If there are sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference, based on the amount remaining to be paid, as provided by the Treasurer of the General Service Board, the Chair of the Finance Committee shall direct the Area Treasurer to send such amount to the General Service Board as our contribution for the prior year. If there are not sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference, the Finance Committee shall decide on an amount, if any, to be paid, and such amount to be forwarded to the General Service Board as outlined above.
6. The **Budget Committee** shall consist of the Area Treasurer, the Finance Committee Chairperson and any Assembly member requiring funding for approved Area Service work. The proposed budget for the following fiscal year will be presented to the Assembly at the **Second** quarterly meeting of the current year and voted on by the Assembly no later than the **Third** quarterly Assembly meeting.
7. The proposed budget shall include all projected income and Assembly approved expenses.

8. The Budget Committee shall have the authority to act as an autonomous Group Conscience during the annual Budget meeting and if necessary, alter the of ALL budget holders, for the sake of balancing the budget. If a committee is dark, the budget may be reduced to lodging and enough funding for the committee to operate for a single quarter.
9. The Finance Committee is required to review any contract that holds SETA fiscally responsible (i.e. hotel or assembly venue). This review will be held with a hotel/venue contract representative. Additionally, this review would go through the contract line by line so that the members have a clear understanding of the contract. This practice will put the burden of review on the committee rather than the individual

TAX EXEMPT STATUS

The Southeast Texas Area Assembly of Alcoholics Anonymous is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon dissolution of the Southeast Texas Area Assembly of Alcoholics Anonymous, the Assembly (acting through the Area Committee) shall, after paying or making provision for the payment of all of the liabilities of the Assembly, dispose of all of the assets of the Assembly in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Assembly (acting through the Area Committee) shall determine. Any such assets not so disposed of shall be disposed of by the Harris County District Court, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

All references to the Area Committee contained in this Amendment shall mean the Area Committee as designated in Area Committee, Page 5 of the revised Policies and Procedures Manual of the Southeast Texas Area Assembly of Alcoholics Anonymous.

VOTING

Election of the Delegate, Alternate Delegate and all other Area Committee members of Area 67 shall take place in even years during the October quarterly assembly. The Assembly will conduct a workshop on Area Committee job descriptions during the July quarterly assembly before elections. The Area Chair will complete all known business on a special Saturday evening session so that the Sunday October Assembly of the even years can be dedicated solely to elections. A workshop on election procedures (Third Legacy) will be conducted during the October Assembly weekend prior to the elections. Any member willing to stand for any area committee job must be present or submit their intention to stand in an email or hand written letter to the Area Chair. Nominations will be accepted from the floor. Voting procedures will be as follows:

1. The Area Registrar shall ensure that all voting members are present when voting by asking all voting members (virtually and in person) to count-off.
2. Beginning with the October 2016 election, the Assembly will discontinue the use of the white board, and begin, whenever possible, to use an electronic spreadsheet provided by the Area IT Committee. The names of the members of the current area committee who have a minimum of six years of continuous sobriety and four years Southeast Texas Area Assembly service and present or have submitted intent to stand will be added to the electronic spreadsheet, and those members will be polled to ascertain their willingness to serve as Delegate or Alternate Delegate. In addition, any person with a minimum of six years of continuous sobriety and four years Southeast Texas Area Assembly service may advise the Assembly of their willingness to serve as Delegate or Alternate Delegate. All candidates shall qualify by stating their sobriety dates and service histories.
3. Balloting shall be as outlined in "Third Legacy Procedure" in the A.A. Service Manual for Delegate, Alternate Delegate, Area Officers, Alternate Chair, and Finance Chair.
4. Any A.A. member with a suggested minimum of three years of continuous sobriety and two years of previous service in this Area Assembly, may advise their willingness to serve as Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Registrar, Alternate Registrar, Treasurer, Alternate Treasurer and Finance Chair.
5. Election of Alternate Officers,(except the Alternate Chair) and Chairpersons for Assembly approved Committees and Liaisons to Inter-groups will be determined by the person receiving a majority (Greater than 50% of the votes) and said votes to be cast by written/electronic ballot by those qualified voters present and voting at the time the election for each position is held.
 - a. If no person has a majority of the votes cast, a runoff will be held between the two persons receiving the most votes. In the event of a tie vote in the runoff, both names will be placed in a hat and one name will be drawn. The name

drawn fills the position.

- b. In the event of a tie for second place on the first ballot, a runoff will be held including the person with the most votes cast, and all tied for second place. If one person gets a majority (>50%) of the votes cast the election is final. If no one has a majority, the individual with the least number of votes is removed and a third ballot is cast. If a majority is still not achieved, the names of the two persons receiving the most votes will be placed in a hat and one name drawn. The person whose name is drawn fills the position. (Motion 2022- July) no motion number assigned
6. In the event any Area Officer is unable to complete their term for any reason, the Area Chairperson will call for an election at the next Assembly meeting. The duties of the vacant position will be assumed by the Delegate, Area Chairperson or Appointee until the following Assembly meeting.

SETA CONVENTION

1. The Southeast Texas Area Convention, in the spirit of the Seventh Tradition, shall strive to be a self-supporting function and shall be held annually in January. The Southeast Texas Area Assembly will have the ultimate responsibility for financially supporting the SETA Convention.
2. The annual convention location shall rotate among Houston, Beaumont, and Galveston, and/or their general vicinity.
3. The Area Assembly will elect a SETA Convention Chairperson at the October Quarterly Assembly no later than two years before the Convention. A person with four years sobriety, two years service in the Assembly, and past convention experience may advise the Area Chairperson of his/her willingness to serve. The Area Chairperson may nominate a qualified candidate should no one stand for the position.
4. The Convention Chairperson shall be responsible for appointing all necessary Convention officers and committee chairpersons to prepare and facilitate the Convention. The ultimate decisions for the Convention program, registration fees, and other Convention matters are to be the responsibility of the Convention Chairperson.
5. An advisory committee made up of at least two, up to four past chairs of the SETA Convention or State Convention, and past Delegates will be created. The Committee would be responsible for coordinating with the current SETA Convention Chair and Finance Committee to review the proposed venue contract. (Motion 2026-01)

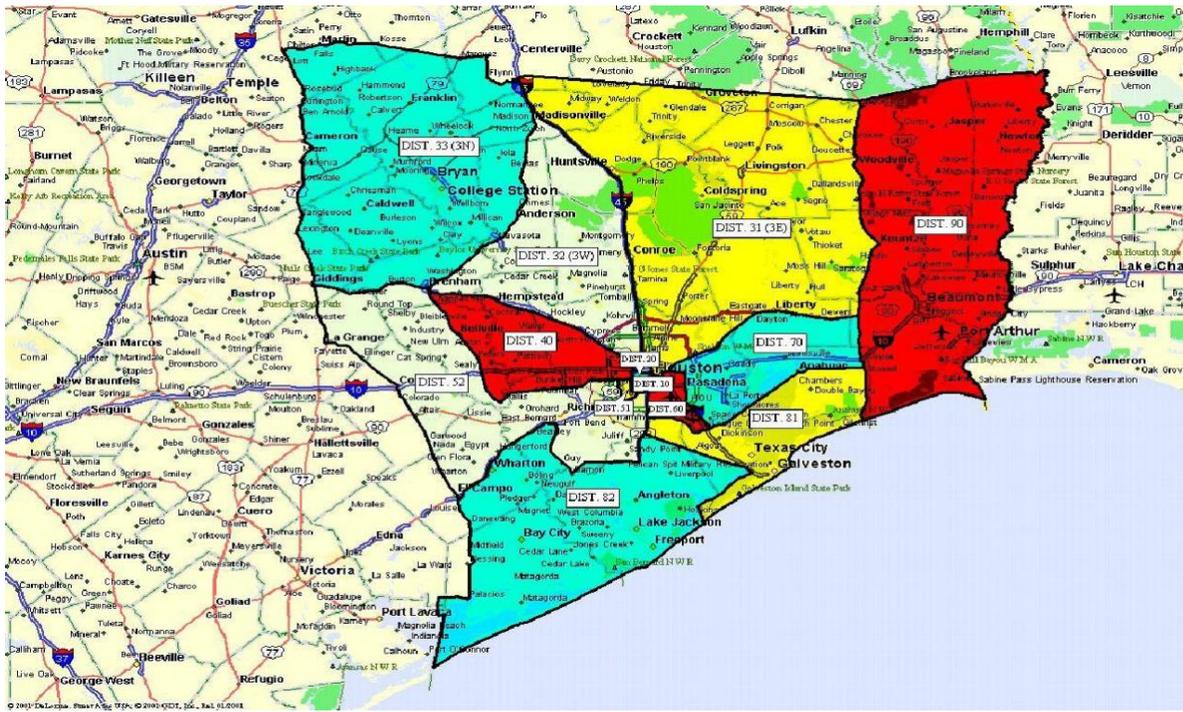
6. The current SETA Convention Chair will meet monthly with the Advisory Committee to review progress
7. The Southeast Texas Area Treasurer shall maintain separate accounting for SETA Convention Funds. The Convention Treasurer shall work in cooperation with the Area Treasurer to secure funds for Convention expenses, but not to exceed the current balance of the SETA Convention Fund. The SETA Convention Fund shall be composed of proceeds from previous conventions.
 - a. All checks will require two signatures.
 - b. A complete financial report will be presented to the Area Assembly at the April Quarterly Assembly following the completed Convention.
 - c. The Area Assembly shall, as needed, make updates to the current approved maximum amount that can be held in the SETA Convention Fund. A cap of \$7,500 should be placed on the Convention Fund. Any monies over the cap will be directed to the Finance Committee for a recommendation.
 - d. Alanon and Alateen shall be invited to participate in the Convention; their program will be the responsibility of the Alanon Chairperson. Their expenses are to be paid from the SETA Convention Fund.
 - e. In the event that the SETA Convention Fund exceeds the maximum limit, the Area Finance Committee shall bring a recommendation for disposition of these funds to the Area Assembly for approval.
 - f. In the event that the SETA Convention Fund has an insufficient balance to meet Convention expenses, the Area Finance Committee shall bring a recommendation for resolution to the Area Assembly for approval.
 - g. The SETA Convention Committee will have one separate and individual checking account with Chase Bank for all convention financial needs. The signers on the checking account according to Chase Bank's requirements will be: • Convention Committee Chairperson • Convention Committee Co-Chairperson • Convention Committee Treasurer • Convention Committee Alternate Treasurer • Area Treasurer • Area Secretary No SETA Convention Committee member or account signors will have authority or SETA's support to close the SETA Convention Chase Bank Account without the Area's approval first.

STATE CONVENTION

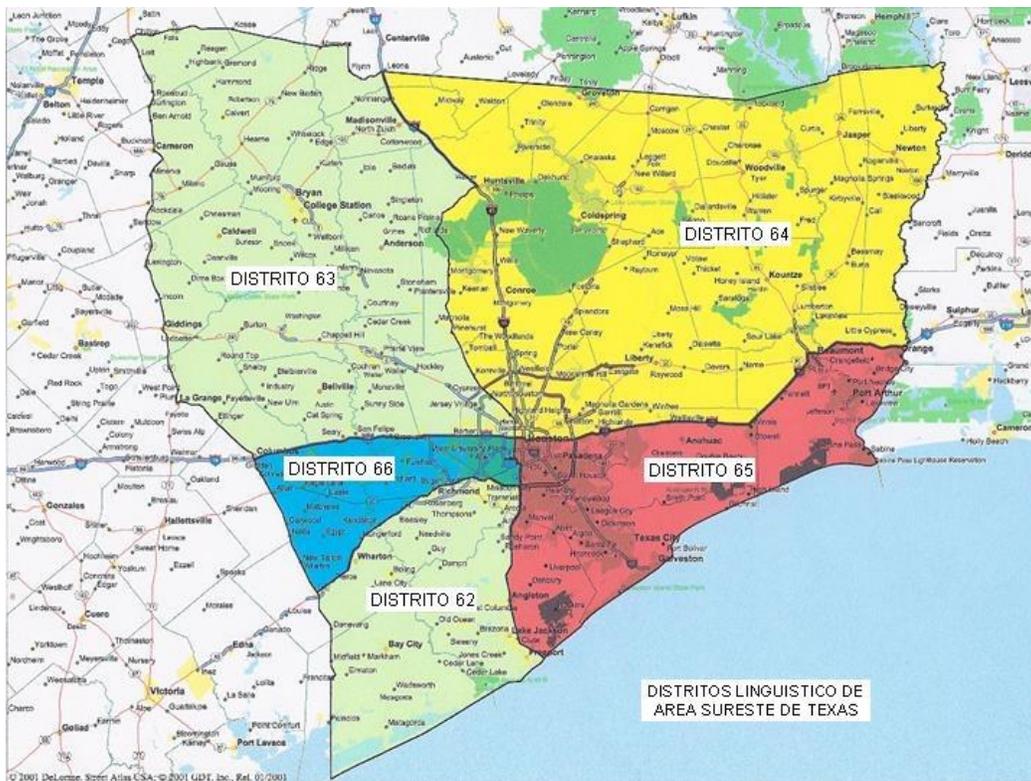
1. The Area Assembly will elect a State Convention Chairperson when Houston is the host city. This election will take place at the Area's April Assembly in the year after the State Convention's rotation through Houston. This election will be by written ballot with a majority required. Any member that has previously served as Co-Chair of the State Convention, Chair or Co-Chair of the Southeast Texas Area Convention, or Past Delegate of the Southeast Texas Area may be nominated to serve as State Convention Chairperson.

AMENDMENT PROCEDURES

1. Proposed amendments to this structure shall be submitted in writing to the Area Chairperson, with a copy to the Area Delegate, 45 days prior to the next business meeting.
2. The Chairperson shall include the proposed amendment on the agenda of the next following business meeting, and at least 30 days prior to such meeting, a copy of the proposed amendment will be mailed 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.



English Districts



Spanish Districts

APPENDIX A

This appendix provides a summary of the twenty-seven (27) approved amendments that have been incorporated into this third edition of this manual.

AMENDMENT

ADOPTED

1. Tax Exempt Status

Feb. 10, 1985

The Southeast Texas Area Assembly of Alcoholics Anonymous is organized exclusively for charitable, religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

2. Non-Profit Status

Feb. 10, 1985

Upon dissolution of the Southeast Texas Area Assembly of Alcoholics Anonymous, the Assembly (acting through the Area Committee) shall, after paying or making provision for the payment of all of the liabilities of the Assembly, dispose of all of the assets of the Assembly in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 50(c)(3) of the Internal revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Assembly (acting through the Area Committee) shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Assembly is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

All references to the Area Committee contained in this Amendment shall mean the Area Committee as designated in Item C Area Committee, Page 2 of the Existing Policies and Procedures Manual of the Southeast Texas Area Assembly of Alcoholics Anonymous.

3. Area Committee meets quarterly

April 13, 1986

Area Committee meetings (page 6) is amended as follows:
The Area Committee shall meet on a quarterly basis.

4. Area Assembly meets quarterly

April 12, 1987

Area Assembly Meetings (page 6) is amended as follows:
The Area Assembly shall meet quarterly in a two-day session.

5. Election to replace Area Officer

Oct. 14, 1990

Voting (page 8) is amended as follows:
In the event any area officer or alternate is unable to complete his/her term for any reason, the chairperson will call for an election at the next assembly meeting. The duties of the position will be assumed by the delegate, chairperson or appointee until the next assembly meeting.

6. Adopt Two (2) Area Secretaries

Oct. 14, 1990

Area Officers & Committee (page 5) is amended as follows:
The Officers of the Area Assembly shall be:
Chairperson
Transcription Secretary
Correspondence Secretary
Treasurer
Alternates: Chairperson, Transcription Secretary, Correspondence Secretary, and Treasurer

7. Miscellaneous amendments at printing of Second Edition

Apr. 9, 1995

- a. One Area Secretary and add Area Records Committee
- b. Finance Committee is added to Tax and Finance to read:
 - 4. The Finance Committee responsibilities shall be: To prepare the proposed budget for the following fiscal year, to study/review the needs of the assembly as a whole as they relate to income and expense and to ensure a healthy but practical Area financial status that honors the intent of the Seventh Tradition. The Committee will have a voting chairperson plus other members, including the Area Treasurer and non-voting, at-large members equally representing the geographic segments of the Southeast Texas Area.
- c. Item 5 of Finances is amended to read:
 - 5. The Budget Sub-Committee of the Finance Committee shall consist of the Area Treasurer, the Finance Committee Chairperson and any Assembly member requiring funding for approved Area service work. The proposed budget for the following fiscal year will be presented to the Assembly at the second quarterly meeting of the current year and voted on by the Assembly no later than the third quarterly Assembly meeting.
- d. The first paragraph of Voting is amended to add at the end thereof:
 - Any member willing to stand for any Area Committee (see page 8) job must be present or submit their intention in writing.
- e. The procedure for qualifying the vote is amended to add item 1 to Voting to read:
 - 1 The Area Secretary shall ensure that all voting members are assigned NUMBERED badges upon registering at each quarterly Assembly. The numbered badges assigned will represent the roll of qualified voters. Prior to voting, that roll will be called to verify that all are present and to identify any qualified voters missed in the registration process. Attendance by a member of the Assembly will be required for that member to exercise the voting privilege.
- f. The Third Legacy Procedure in Voting is amended to read:
 - 5. Election of all Area Officers (see page 8) will follow the third legacy procedure as outlined in the A.A. Service Manual. Election of Alternate Officers, Chairpersons for Assembly approved Committees and Liaisons to Inter-groups will be by written ballot with a majority required.
- g. The Area Conference is renamed Area Convention.
- h. Item 5(c) of Policies is amended to become Item 5(c) of Convention to read:
 - c. Disposition of any surplus money from the convention to be recommended by the Finance Committee and approved by the Area Assembly.

8. Addition of SCAP Committee **Oct. 6, 1996**
 The Area Assembly (page 4) shall be expanded to include SETA State Convention Attendance Promotion (SCAP).

9. Annual Convention Amendments **Jan. 5, 1997**

- a. Amend item 2 on page 9 to read:
 - The Area Assembly will elect a SETA Convention Chairperson at the October quarterly but no later than January of each year for the subsequent year's convention. A person with four years sobriety and two years service in the Area Assembly may advise the Area Chairperson of their willingness to serve. The Area Chair may nominate a qualified candidate should no one stand for the position. The Convention Chairperson shall be responsible for appointing all Convention Officers and the necessary Convention Sub-Committees Chairperson to insure a successful convention.
- b. Amend item 3 on page 9 to read:

Convention Advisory Committee to assist Convention Chairperson is composed of Treasurer and Chairpersons of the four preceding conventions and current Delegate. The ultimate decision for the Convention program, registration fees, as well as other Convention matters, to be the Convention Chairperson's responsibility

- c. Amend item 4 on page 9 to read:
The annual convention shall rotate among Houston, Beaumont, Galveston and Bryan/College Station, and/or their general vicinity.
- d. Amend item 5 on page 9 to read:
The Southeast Texas Area Treasurer shall advance the Convention Committee a sufficient sum for preliminary expenses, such sum to be repaid to the Area Treasury by the April Quarterly immediately following the completed convention.
- e. Amend item 5c on page 10 to read:
Any loss incurred by a SETA Convention to be made up from the Area Treasury.
- f. Amend item 5d on page 10 to read:
A complete financial report will be presented to the April Quarterly Area Assembly following the completed Convention.
- g. Amend item 5e on page 10 to read:
Al-Anon/Alateen shall be invited to participate in the Convention: their program to be the responsibility of the Al-Anon Sub-Committee Chairperson, and their expenses to be paid from the SETA Convention Treasury.

10. Rename Area Records Chair

Apr. 11, 1999

- a. Amend item 8 of The Area Assembly (page 4) to read:
 - 1. Chairperson of all Assembly approved committees:
 - 2. Archives
 - 3. Cooperation with the Professional Community (CPC)
 - 4. Correctional Facilities (CFC)
 - 5. Grapevine
 - 6. Finance
 - 7. Newsletter
 - 8. Public Information
 - 9. Treatment Facilities
 - 10. State Convention Attendance Promotion (SCAP)
- b. Amend the list of Area Officers (page 5) to read:
 - 1. Chairperson
 - 2. Secretary
 - 3. Registrar
 - 4. Treasurer
- c. Amend Paragraph 1 of Voting (page 8) to read:
 - 1. The Area Registrar shall ensure that all voting members are assigned NUMBERED badges upon registering at each quarterly Assembly. The numbered badges assigned will represent the roll of the qualified voters. Prior to voting, that roll will be called by the Registrar to verify that all are present and to identify any qualified voters missed in the registration process. Attendance by a member of the Assembly will be required for that member to exercise the voting privilege.

11. Amendments proposed for Third Edition

Oct. 8, 2000

1. The Area Assembly (page 4) should be amended by adding a Note at the bottom to read as follows:

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

2. The introductory paragraph to Voting (page 8) should be amended to read as follows:

Election of the Delegate, Alternate Delegate and Officers of Area 67 shall take place bi-annually during the fourth quarter assembly. The Assembly will conduct a workshop on Area Committee job descriptions during the third quarter assembly. A workshop on election procedures (Third Legacy) will be conducted during the fourth quarter assembly. Any member willing to stand for any Area Committee (see page 5) job must be present or submit their intention in writing. Nominations will be accepted from the floor. Voting procedures will be as follows:

3. Item Nos. 3, 4 and 5 of Voting (page 8) should be amended to read as follows:

3. Balloting shall be as outlined in "Third Legacy Procedure" in the A.A. Service Manual for Delegate, Alternate Delegate, and Area Officers.

4. Any A.A. Member with a suggested minimum of three years of continuous sobriety and two years of previous service in this Area Assembly, may advise their willingness to serve as Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Registrar, Alternate Registrar, Treasurer and Alternate Treasurer.

5. Election of Alternate Officers, Chairpersons for Assembly approved Committees and Liaisons to Inter-Groups will be determined by the person receiving the most votes, said votes to be cast by written ballot by those qualified voters present and voting at the time the election for each position is held.

4. Item No. 3 of A amendment Procedures (page 10) should be amended to read as follows:

A Two-thirds majority of those voting shall constitute the adoption of the amendment.

5. Amendment to change election of Convention Chair:

At the present time, the Policies and Procedures Manual states that the Chairperson will be elected at the October Quarterly Assembly, but no later than January of each year's convention. Due to the problems of setting dates and negotiating with the hotel, this needs to be changed to read: (see page 9)

The Area Assembly will elect a SETA Convention Chairperson at the October Quarterly but no later than January two years before the convention.

6. Item No. 2 of Voting (page 8) should be amended to read as follows:

The names of the members of the current area committee who have a minimum of six years of continuous sobriety and four years Southeast Texas Area Assembly service and present will be posted on the board, and those members will be polled to ascertain their willingness to serve as Delegate or Alternate Delegate. In addition, any person with a minimum of six years of continuous sobriety and four years Southeast Texas Area Assembly service may advise the Assembly of their willingness to serve as Delegate or Alternate Delegate.

12. Adding the Website Committee

Oct. 8, 2000

The Area Assembly passed, by simple majority, the addition of a Website Committee. This will be a Standing Committee of the Assembly.

See The Area Assembly item 8 (page 4).

13. Adding the Multi-Lingual Committee

Oct. 14, 2001

The Area Assembly passed, by simple majority, the addition of a Multi-Lingual Committee. This will be a Standing Committee of the Assembly.

See The Area Assembly item 8 (page 4).

14. Adding the Literature Committee

July 14, 2002

The Area Assembly passed, by simple majority, the addition of a Literature Committee. This will be a Standing Committee of the Assembly.

See The Area Assembly item 8 (page 4).

15. Adding the State Convention

July 13, 2003

a. Page 9: Change CONVENTION to SETA CONVENTION

The last sentence which reads "The Area Committee will select a State Convention Chairperson when Houston is the host City." Is stricken in its entirety.

b. Add new Section – STATE CONVENTION

1. The Area Assembly will elect a State Convention Chairperson when Houston is the host city. This Election will take place at the Area's April Assembly In the year after the State Convention's rotation through Houston. This election will be by written Ballot with a majority required. Any member that Has previously served as Co-Chair of the State Convention, Chair or Co-Chair of the Southeast Texas Area Convention, or Past Delegate of the Southeast Texas Area may be nominated to serve as State Convention Chairperson.

16. SETA Convention Amendments

October 8, 2006

The section was amended to establish a separate convention fund to read:

7. The Southeast Texas Area Convention, in the spirit of the Seventh Tradition, shall strive to be a self-supporting function and shall be held annually in January. The Southeast Texas Area Assembly will have the ultimate responsibility for financially supporting the SETA Convention.
8. The annual convention location shall rotate among Houston, Beaumont, Galveston, Bryan/College Station and/or their general vicinities.
9. The Area Assembly will elect a SETA Convention Chairperson at the October Quarterly Assembly no later than two years before the Convention. A person with four years sobriety, two years service in the Assembly, and past convention experience may advise the Area Chairperson of his/her willingness to serve. The Area Chairperson may nominate a qualified candidate should no one stand for the position.
10. The Convention Chairperson shall be responsible for appointing all necessary Convention officers and committee chairpersons to prepare and facilitate the Convention. The ultimate decisions for the Convention program, registration fees, and other Convention matters are to be the responsibility of the Convention Chairperson .
11. A Convention Advisory Committee to assist the Convention Chairperson is composed of the previous four Convention Chairpersons, their Treasurers, and the current Delegate.
12. The Southeast Texas Area Treasurer shall maintain separate accounting for SETA Convention Funds. The Convention Treasurer shall work in cooperation with the Area Treasurer to secure funds for Convention expenses, but not to exceed the current balance of the SETA Convention Fund. The SETA Convention Fund shall be composed of proceeds from previous conventions.
 - a. All checks will require two signatures.
 - b. A complete financial report will be presented to the Area Assembly at the April Quarterly Assembly following the completed Convention.

- c. The Area Assembly shall, as needed, make updates to the current approved maximum amount that can be held in the SETA Convention Fund.
- d. Alanon and Alateen shall be invited to participate in the Convention; their program will be the responsibility of the Alanon Chairperson. Their expenses are to be paid from the SETA Convention Fund.
- e. In the event that the SETA Convention Fund exceeds the maximum limit, the Area Finance Committee shall bring a recommendation for disposition of these funds to the Area Assembly for approval.
- f. In the event that the SETA Convention Fund has an insufficient balance to meet Convention expenses, the Area Finance Committee shall bring a recommendation for resolution to the Area Assembly for approval.

17. Adding the La Viña Committee **January 20, 2008**

The Area Assembly passed, by simple majority, the addition of a La Viña Committee. This will be a Standing Committee of the Assembly. See The Area Assembly item 8 (page 4).

18. Rename the SETA Web Site Committee **April 13, 2008**

The SETA Web Site Committee be renamed the SETA Information Technology Committee. See The Area Assembly item 8 (page 4)

19. Amendment to the Area Assembly Note: **July 13, 2008**

The sentence in the SETA Policies and Procedures Manual, page 4, section The Area Assembly; under NOTE, that reads: The only exception in Area 67 is the non-rotating position of Archives Chairperson, be changed to read: The only exception in Area 67 is the non-rotating position of Archives Committee Archivist.

20. Change from section the Area Assembly: **April 11, 2010**

The sentence in The Area Assembly section, page 4, Item 7; Past Delegates of the Southeast Texas Area and Past Delegates from other Areas who have relocated to Area 67 and have lived in this Area for two or more years.

21. Amend the Third Edition of the “Southeast Texas Area (SETA) Policies and Procedures Manual” **April 2011**

Mandate that each Agenda topic requiring approval of eligible voting members be submitted in writing to the Area Chairperson at least 45 days before the date of the next Assembly; and, that each Agenda topic, and pertinent background, be distributed to all eligible voting members at least 30 days before the next Assembly to assure that the Agenda topic is afforded the benefit of a fully informed group conscience, in accord with Tradition Two.

22. RE- Format Policy and Procedures Manual **April 2011**

Re-formatted into booklet format with Spanish District map added.

23. Area Assembly Inventory **July 2013**

The Area Assembly approved the addition to the P&P Manual to include an Area inventory to be completed every five years (beginning 2012). The Area Chair 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.

24. REVISED COOPERATION NOT AFFILIATION **October 2015**

Verbal announcements, flyers, or displays shall be allowed at all SETA Assemblies and Conventions if the events are sponsored by any one or more of the following entities:

- a. SETA Assembly sponsored events, including, SETA Conventions and SETA service committees;
- b. Events sponsored by SETA districts and/or groups;

- c. General Service Structure of AA events sponsored by the General Service Board or General Service Office of Alcoholics Anonymous, including General Service Conferences, International Conventions, SWRAASA, Regional Forums, Special Forums and other similar events;
- d. Texas State Convention, including when held in cities outside of the SETA Area 67 Area; and
- e. Intergroups/Central Offices events, such as workshops, sponsored by Intergroups/Central Offices and their service committees located within the boundaries of SETA Area 67.

25. Third Legacy Electronic Voting Procedure

January 2016

The Area Assembly approved modifications to the election procedure to incorporate the ability to use electronic voting. Several changes were made to the introductory section and item 2.

26. SETA Convention Committee Status

October 2016

The Area approved a motion to list the SETA Convention Committee as an approved committee under section 8 of the approved area committees with an additional footnote that the committee chairperson has full voting rights for the year preceding the convention date.

27. Amendment to Finance

April 2017

The proposed revision that would be added to the Area Policies & Procedures Manual would read as follows:

FINANCE

- 1. The Area Treasurer, as directed and authorized by the Area Assembly, shall conduct all financial activities of the Southeast Texas Area, including the filing of tax returns when required.
- 2. All checking and/or savings accounts shall have the following on the signature cards: Treasurer, Alternate Treasurer, Delegate, Area Chairperson and Secretary (as needed).
- 3. All checks disbursed by the Treasurer will have two signatures

28. Amendment to SETA Convention

October 2018

On behalf of the Bryan/College Station A.A. Community, District 33 requests that Bryan/College Station be removed from the rotation of Host Cities for the Annual SETA Convention and Assembly

29. Amendment to Voting

October 2018

The committee recommends changing the section to read:

- 3. Balloting shall be as outlined in "Third Legacy Procedure" in the A.A. Service Manual for Delegate, Alternate Delegate, Area Officers **and Finance Chair**.
- 4. Any A.A. member with a suggested minimum of three years of continuous sobriety and two years of previous service in this Area Assembly, may advise their willingness to serve as Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Registrar, Alternate Registrar, Treasurer, Alternate Treasurer **and Finance Chair**.

30. Amendment to Finance

October 2018

The committee makes the following motion to be added to the Finance section of the SETA Policy & Procedure Manual:

The Budget Committee shall have the authority to act as an autonomous Group Conscience during the annual Budget meeting, and if necessary, alter the budgets of ALL budget holders, for the sake of balancing the budget. If a committee is dark, the budget may be reduced to lodging and enough funding for the committee to operate for a single quarter.

31. Amendment to Tax and Finance

October 2018

The motion, as proposed by the Budget & Finance ad hoc, now will read:

The Finance Committee will meet by April of all years beginning in 2019, and review the prior year's final statements, with attention paid to the amount of unrestricted cash remaining on hand at the end of the prior year, and determine if there are sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference. If there are sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference, based on

the amount remaining to be paid, as provided by the Treasurer of the General Service Board, the Chair of the Finance Committee shall direct the Area Treasurer to send such amount to the General Service Board as our contribution for the prior year. If there are not sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference, the Finance Committee shall decide on an amount, if any, to be paid, such amount to be forwarded to the General Service Board, as outlined above. If approved, this motion shall be added to the SETA Policies & Procedures Manual under the section titled "Tax and Finance", page 8, item number 5. (aka Fully Funding Delegate)

32. Amendment to AREA ASSEMBLY MEETINGS

October 2018

Synopsis: At annual Budget meeting select three (3) service positions not already funded for that year's Regional Event (Forum or SWRAASA), and provide funding to cover travel and lodging expenses.

33. Amendment to AREA ASSEMBLY MEETINGS

April 2019

Added: ; and

f. the conferences and committees of Young People in Alcoholics Anonymous, including when held in cities within the Southwest Regional Area".

34. Amendment to SETA CONVENTION

October 2020

Added g. The SETA Convention Committee will have one separate and individual checking account with Chase Bank for all convention financial needs. The signers on the checking account according to Chase Bank's requirements will be: • Convention Committee Chairperson • Convention Committee Co-Chairperson • Convention Committee Treasurer • Convention Committee Alternate Treasurer • Area Treasurer • Area Secretary No SETA Convention Committee member or account signers will have authority or SETA's support to close the SETA Convention Chase Bank Account without the Area's approval first.

35. Amendment to SETA CONVENTION

October 2020

Added to c A cap of \$7,500 should be placed on Convention Fund. Any monies over the cap will be directed to the Finance Committee for a recommendation.

36. Amendment to VOTING

April 2022

Motion for Assembly Voting by counting off method

37. Amendment to AREA ASSEMBLY MEETINGS

April 2022

Policy and Procedures Manual Editorial Changes-

1. Change "Forward" to Foreword- page 1

2. Finance guidelines to be removed from Policies and Procedures Manual and placed in guidelines for the Finance Committee. Remove the reference of "Courts of Common Pleas from Finance guidelines

3. Rewrite Preamble to include reference not only to our primary purpose of electing a delegate but also our responsibility to the fellowship and the groups of Alcoholic Anonymous

4a- Assemblies- page 6-7 needs to reword "quarterly 2-day Assemblies on page 6

4b- Include educational and information workshops and sharing sessions for GSRs and DCMs to include workshops for new Committee chairs, etc., who have not been GSRs

5- Add email option to policies and procedures manual page 6 and 13

38. Amendment to VOTING

April 2022

Election of Alternate Chair by Third Legacy

39. Amendment to VOTING

April 2022

Election of all other Officers and Committee Chairs by Majority (greater than 50%) instead of Plurality. Votes may be written or electronic ballot.

40. Amendment to AREA ASSEMBLY MEETINGS

January 2023

The Area Assembly shall strive to provide training for Area Service Committees which includes training on expectations for Area Committee Chairs and How to chair a meeting. Provide DCM training to include expectations on how to lead a District and encourage involvement to develop young people and multilingual participation.

41. Amendment to AREA ASSEMBLY MEETINGS

October 2023

Change wording to -

The Area Assembly shall meet no less than quarterly, in at least a one-day session,

The Area Committee shall meet on no less than a quarterly basis.

42. Amendment to AREA ASSEMBLY MEETINGS

October 2024

SETA shall require all AREA 67 events (SETA Convention, SETA Assemblies, SWRAASA, or Forums) to carry special event liability insurance to protect from any losses stemming from personal injuries, property damage, medical payments, and lawsuits at an event.

43. Amendment to FINANCE

October 2025

The Treasurer, with the approval of the Finance Committee, may choose or change the current financial institution of the SETA Area 67.

44. Amendment to SETA CONVENTION

January 2026

An advisory committee, made up of at least two, up to four past chairs of the SETA Convention or the STATE Convention, be created. The Committee would be responsible for coordinating with the current SETA Convention chair and Finance Committee to review the proposed venue contract.

45. Amendment to SETA Finance

January 2026

Required to have the Finance Committee to review, as a committee, any contract that holds SETA fiscally responsible (i.e. hotels, assembly venues) This review will be held with a hotel/Venue contract representative. Additionally, this review would go through the contract line by line so that the members have a clear understanding of the contract. This practice will put the burden of review on the committee rather than the individuals.