

**Alcoholics Anonymous
District 13
Guidelines**

PREAMBLE

District 13, as part of the Northwest Texas Area 66 Assembly of Alcoholics Anonymous, is a service body, striving to be the conscience and voice of the District's A.A. groups.

District 13 encourages all local A.A. groups to participate in the business of the District and to support the District in its efforts to cooperate with the A.A. General Service Office, Northwest Texas Area Assembly, A.A. World Services and The Grapevine Incorporated through the General Service Structure of Alcoholics Anonymous.

The primary purpose of the District 13 service guidelines is to complement The A.A. Service Manual in items that are particular to our District's Service Structure. The guidelines which follow are neither rules nor laws and are not intended to replace The A.A. Service Manual but are suggestions to aid the District in the conduct of its business.

PREFACE

The District 13 Guidelines draw upon the wisdom and experience of previous districts and should be given due consideration for that reason. The Guidelines and the information provided are meant only to be helpful and are not intended to obstruct the business of Alcoholics Anonymous. Important decisions of the District should be reached by discussion, vote, and whenever possible, by substantial unanimity, realizing that such decisions allow the District's groups to speak with an authority and confidence that a simple majority might never provide. In conducting its business, the District should be ever mindful that for its purpose there is but one ultimate authority - a loving God as He may express Himself through the group conscience.

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A. MEETINGS

1. District 13 meetings will be held the second Sunday of each calendar month at 2:00 p.m.
2. The meetings will rotate location monthly: Midland AA Group, Odessa AA Group, and Andrews AA Group. Each participating AA group may offer to host a District Meeting during their respective town's rotation.
3. District 13 meetings are closed.
4. District 13 meetings will include General Service Representatives (GSRs) from each District 13 Alcoholics Anonymous group or their alternate, an elected District Committee Member (DCM) to chair meetings, an elected Treasurer, an elected Secretary, and District Committee Chairs. All members of Alcoholics Anonymous are welcome to attend District meetings.
5. District 13 meetings are non-smoking: however the Chairman will allow breaks each hour.
6. Routine District business items (Agenda, Treasurer's Report, Previous meeting minutes) are to be mailed to the District Officers, District Committee Chairs, GSR's, and all District 13 AA Groups whether the groups are actively participating in the District or not.. The mailings should occur at least 5 business days prior to the next District 13 meeting.

B. VOTING

1. The following are voting members of District 13:
 - a. General Service Representative or Alternate General Service Representative from each District 13 Alcoholics Anonymous Group.
 - b. District 13 Officers (Treasurer and Secretary)
 - c. Area Committee Chairpersons approved by the District.
 - d. The DCM is a non-voting member and serves to Chair the District 13 Meetings.
2. A quorum will be the number of voting members present.
3. There are no proxy votes.
4. The District Guidelines may be amended by a two-thirds majority vote.
5. An approved District action is binding for one year.

C. OFFICERS

1. Officers of District 13 are:
 - a. District Committee Member (DCM)
 - b. Alternate DCM (Alternate DCM when acting as DCM)
 - c. Secretary (Alternate Secretary only when acting as Secretary)
 - d. Treasurer (Alternate Treasurer only when acting as Treasurer.)
2. Duties of the Officers:
 - a. Attending District meetings is the duty of all officers, committee chairpersons, and alternates.

- b. District Committee Member (DCM)
 - (1) Conduct all District 13 meetings
 - (2) Attend Area Assemblies
 - (3) Attend Southwest Area Service Assembly (SWARSA) and Regional Forum
 - (4) Maintain contact with the Area Delegate
 - (5) Report to the District business conducted at the Area Assemblies, General Service Functions, and other AA sources
 - (6) Report to the District information provided by the Area Delegate
 - (7) Prepare and mail the meeting agenda to the District Officers within five days of the District meeting.
 - (8) Appoint ad hoc committees
 - (9) Appoint committee chairpersons for assembly approval or offer candidates for Committee Chairmanships for District approval
 - (10) Perform the general duties of an administration officer of the District
 - (11) Travel to District 13 Groups to inform the groups about District, Area, and General Service/Grapevine information.
 - (12) Appoint committees as necessary to provide workshops to District 13 AA Groups about basic topics (service, traditions, sponsorship, etc.). At least two workshops should be conducted each year.
- c. The duties of the Alternate DCM shall be:
 - (1) Conduct duties of the DCM in DCM's absence
 - (2) Travel to District 13 Groups to inform the groups about District, Area, and General Service/Grapevine information
 - (3) Assist DCM as necessary to provide workshops to District 13 AA Groups about basic topics (service, traditions, sponsorship, etc.).
- d. The duties of the Secretary shall be:
 - (1) Keep the minutes of the area assembly meetings, using last names
 - (2) Publish and mail meeting minutes within five business days prior to the District meeting
 - (3) Maintain and distribute a current mailing list of all District 13 AA Groups, GSR's, Officers, and Committee Chairs.
- e. The duties of the Alternate Secretary shall be to conduct duties of Secretary in Secretary's absence.

- f. The duties of the Treasurer shall be:
 - (1) Receive contributions from groups and other A.A. sources
 - (2) Maintain records of monies received and disbursed
 - (3) Maintain a bank account with Signature card to be signed by DCM and Treasurer
 - (4) Deposit receipts and make all proper disbursements
 - (5) Present a printed accounting at each District meeting, i.e. contributions/expenses.
- g. The duties of the Alternate Treasurer shall be to conduct duties of Treasurer in Treasurer's absence.

D. STANDING COMMITTEES

1. **The standing committees represent the most important activity of District 13... to carry the message to the still suffering alcoholic as defined the the AA Service Manual.** The permanent committees of District 13 are
 - a. Archives
 - b. Correctional Facilities
 - c. Treatment Facilities
 - d. Grapevine/La Vina
 - e. Literature
 - f. Public Information
 - g. Cooperation with the Professional Community
 - h. Website
 - i. Newsletter
 - j. Texas State Convention Committee:
 - (1) The most recent past DCM will serve as chairperson of this committee
 - (2) The Committee will serve to promote support and attendance to the Texas State Convention
2. Each District 13 Committee should consist of a chairperson and a workable number of committee members.
3. The DCM will appoint committee chairpersons for District approval or offer candidates for Committee Chairmanships for District approval
4. Each committee shall meet at the call of its chairperson or the DCM.
5. Duties of the Committee chairpersons shall be:
 - a. Serve as a point of information for the groups in the District
 - b. Visit, inform, and encourage groups in the district to establish their own committees
 - c. Present a written report of their Committee's activities and expenses at each District meeting
 - d. Maintain material for their committee and bring displays of the materials to the District as requested
 - e. Conduct workshops at District workshop when requested

- f. Visit District 13 AA groups and present workshops when invited
- g. Create and maintain contact the corresponding Chairperson of the groups, the area, and GSO
- h. Attend Area assemblies as much as possible
- i. Obtain and be familiar with their committee's General Service Workbook, and implement some or all of the suggestions on the local level to gain personal experience.
- j. Solicit contributions from A.A. entities to help defray the cost of the committees' expenses
- k. Qualifications for Committee Chairs are suggested to include a sense of persuasiveness; a reasonable length of sobriety (2 years) and the time, energy, and desire to serve the district well.

E. ELECTIONS

1. District 13 will hold elections by Third Legacy Procedure for the DCM, alternate DCM, secretary, treasurer, alternate secretary and alternate treasurer at the September District meeting each odd year
2. Election of all officers shall be by written ballot with a simple majority except the office of DCM which shall require a 2/3 majority vote
3. The terms of the officers shall be for two years beginning January 1st of the next even year
4. No absentee nominations will be accepted for electing officers
5. All members of the district shall be eligible of candidacy for election of district officers. Nominations shall be made from the floor
6. Qualifications for officers are suggested as:
 - a. DCM – Background in AA service work including serving as GSR; enough sobriety (4 – 5 years) to be eligible for election as Are delegate; the time, energy, and desire to serve the district well
 - b. Secretary – Business experience (if possible) and a sense of order; reasonable length of sobriety (2 years); the time, energy, and desire to serve the district well
 - c. Treasurer – accounting experience (if possible); a sense of persuasiveness; a reasonable length of sobriety (2 years); the time, energy, and desire to serve the district well
7. The district shall conduct an election for the uncompleted term of any office vacated. If the vacancy occurs within the last four months of the term the District may choose to wait until the next regular election.

F. REMOVAL PROCEDURE

1. The district may remove any Officer or committee chairperson from office
2. Removal shall be by written ballot. A two-thirds majority of voting members is required.
3. In the event the DCM or any officer should be absent from two consecutive District meetings, without adequate cause for such absence, they may be asked to resign.
4. A loss or break in sobriety shall automatically terminate officer membership/eligibility to vote.

G. FINANCIAL MATTERS

In practicing the seventh Tradition of Alcoholic's Anonymous, District 13 should be self-supporting through contributions of District 13 AA Groups and members.

1. A prudent reserve will be established in January based on a 6 month average of the previous year's expenses. This will be done annually for a period not to exceed two (2) years.
2. The treasurer's report will reflect the prudent reserve.
3. The treasurer will send an annual letter to the District's groups asking for support, along with a budget explaining expenses to each group.
4. Reimbursement for service expenses:
 - a. The District Committee Chairperson will be reimbursed for attendance to all required events including Area assemblies, SWAARSA, Regional Forum, and the Texas State AA Convention.
 - b. Reimbursement will include lodging (at rate established by the service event), reasonable expenses for meals, and gasoline and/or mileage expenses.
 - c. District Committee Chairpersons will be reimbursed for necessary District/meeting expenses including printing, etc.
2. The District will contribute 5% of funds over the prudent reserve to the General Service Office annually.
3. A yearly budget should earmark funds to replace committee literature.
4. District treasury funds are to be used only for AA service work and will not be used for other purposes (flowers, funerals, etc.).
5. Donations will be accepted only from AA Groups, AA Service entities/events, and AA members.
6. The Area may invite Area, Regional, and General Service Office staff members to attend district functions. The invited member will be responsible for their expenses unless otherwise pr-approved by the District.
7. District 13 will not reimburse travel for out-of-town speakers without prior approval of the District.
8. Any expenditure above \$300.00 should not be made by any District Officer or Chairperson without prior approval of the DCM and Treasurer.