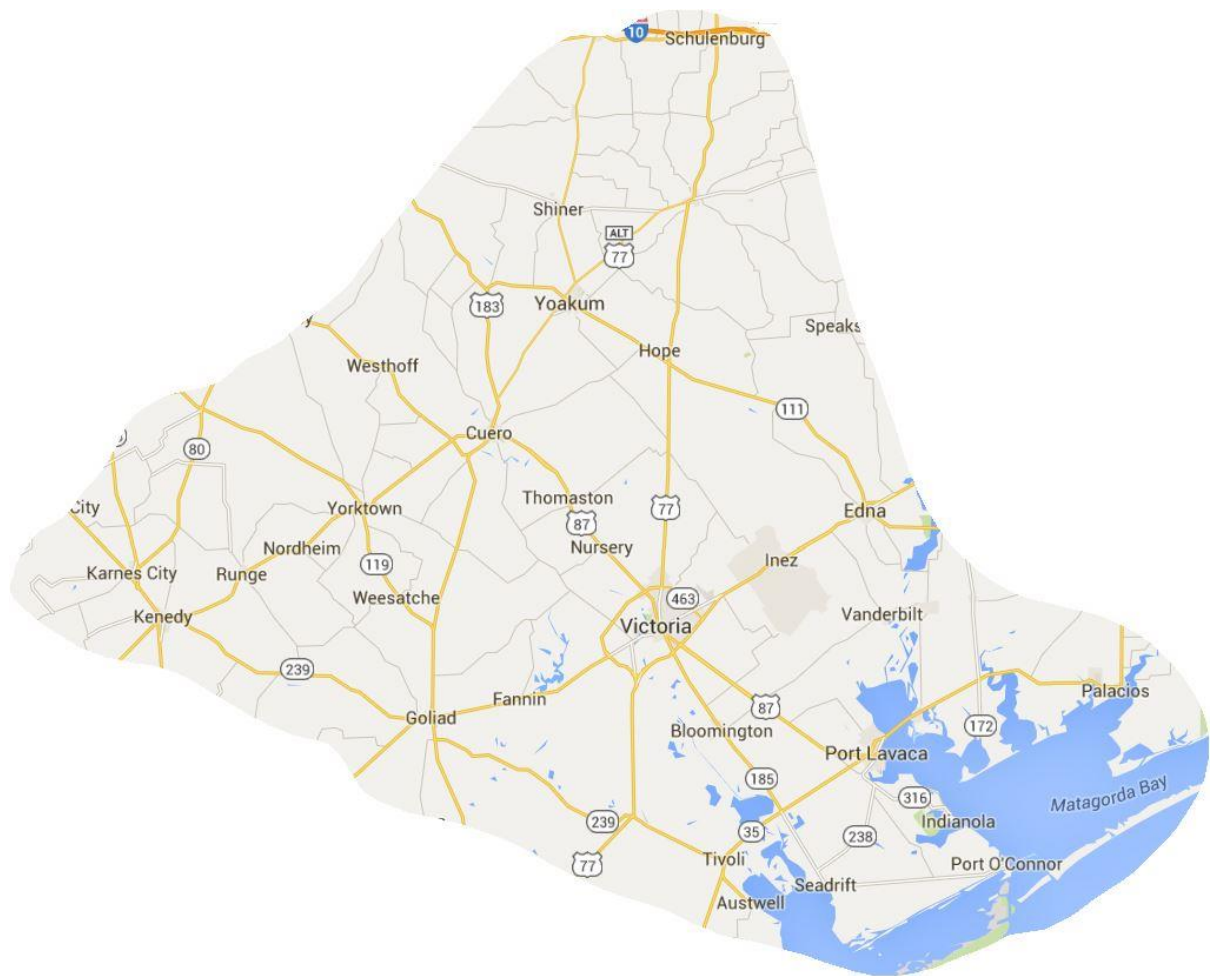


SWTA District 7 Policies & Procedures

2015



PREAMBLE

District 7 of the Southwest Texas Area (which extends from Karnes City on the West, to Palacios on the East and from Schulenburg on the North to Port O'Connor on the South) does and will continue to function as a service body of Alcoholics Anonymous. Always protecting and respecting the autonomy and the privilege of dissent of any AA group in the District.

District 7 will always be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the AA Service Manual, and try to be the voice and group conscience of the District.

Service to the groups in District 7 is its primary purpose and every attempt will be made to encourage all district groups to participate and support District 7, the SWTA Area (68), the General Service Office, and AA World Services.

It shall be the responsibility of District 7 to elect a District Committee Member (DCM), an Alternate DCM, and the required district officers, and to give financial support to the DCM as required to perform the duties of the office.

I. Membership – The following shall be full voting members of District 7

- A. All GSRs or alternate GSRs of District 7
- B. DCM (District Committee Member)
- C. Alternate DCM
- D. Treasurer
- E. Secretary
- F. Committee Chairs
 - 1. CFC (Correctional Facilities)
 - 2. Grapevine
 - 3. Intergroup Liaison
 - 4. PI/CPC (Public Information/Cooperation with the Professional Community)
 - 5. TFC (Treatment Facilities)

II. Meetings

- 1. District 7 business meetings will be held on or about the 3rd Saturday of each month with the exception of months conducting Area Assemblies/Workshops
- 2. Meetings will convene at 9:30 AM preceded at 9:00 AM with a study of the *AA Service Manual*
- 3. Locations of meetings will be selected by the District on or before the previous month
- 4. Elections – At the September meeting of each *odd* year an election shall be held to elect District Officers and Committee Chairpersons for terms beginning January 1st of the next even year.
- 5. Pre-General Service Conference Meeting – At the March meeting of each year, the DCM should assure that the GSRs are provided with a copy of the General Service Conference Final Agenda Items. This will enable GSRs to take the agenda items to Group Conscience before the Pre-Conference Area Assembly in or around April

III. Elections

- A. It is recommended that GSRs have a minimum of two (2) years continuous sobriety and have been elected by groups before the September District 7 meeting.

- B. It is recommended that the DCM & Alternate have a minimum of four (4) years of continuous sobriety and have served a full term as GSR.
- C. DCM and Alternate will be elected by the 3rd Legacy Procedure referenced in the *A.A. Service Manual*.
- D. Officers and Committee Chairpersons will be elected by plurality (most votes).
- E. There shall be no absentee voting or proxies, nor shall a nominating committee be formed.
- F. All current duly elected District members present shall have voting privileges (except as noted) and shall form a quorum.
- G. In observance with the AA principle of participation and rotation, it is recommended no member be elected to the same office – at any level – more than once.
- H. The standing DCM is responsible for notifying (in writing) the Area 68 Registrar of the election results of new GSRs and Alternates and the newly elected DCM and Alternate. The Registrar will need names, addresses, and email addresses as well as group names of the new GSRs.

IV. Duties – GSRs & District Officers

- A. GSRs
 1. Attend District meetings
 2. Attend Area Assemblies
 3. Serve as mail contact to GSO
 4. Supply DCM with up-to-date group information
 5. Relay information to their group about Area Assemblies, District Meetings, and A.A. literature
- B. DCM
 1. Chair regular District Meetings of GSRs in the District
 2. Help the Delegate cover the area groups
 3. Insure that group information is regularly updated
 4. Make sure GSRs are acquainted with the service materials
 5. Bring Traditions problems to the attention of the delegate
 6. Ensure that General Service Conference Final Agenda Items are available to the GSRs at or before the March District meeting.
- C. Treasurer
 1. Receive contributions from the groups and other sources.

2. Maintain a post office box to receive group contributions and other correspondence. Both the Treasurer and DCM will be responsible for signing and keeping (2) keys. (3/16/13)
3. Maintain records of all the monies received; maintain bank accounts for depositing all receipts and making disbursements as determined by District 7.
4. Maintain a District 7 bank account with signature card signed by the DCM and District Treasurer and noted that all checks written on the Area Assembly bank account will require the signature of one of the above.
5. Compile reports for each District Meeting which include receipts listed by group and distributions by category.
6. Require and file receipts from reimbursements made to District officers and Committee Chairpersons.
7. Be responsible to reserve two (2) rooms for each Area Workshop (winter & summer) for District Committee Chairs, one (1) male room and one (1) female room. Chairpersons are responsible to notify the Treasurer of intent to attend.

D. Secretary

1. Keep minutes of all District 7 meetings. Full names shall be used in the minutes.
2. Publish and mail or email to all District members the minutes of the previous meeting
3. Maintain lists of all groups in District 7, GSRs and Alternates, District officers, and Committee Chairpersons with name, address, email, & phone number.

V. Duties – Committee Chairs

A. Correctional Facilities Committee (CFC) – “The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contact.” (A.A. Guidelines Corrections Committees)

1. Attend District meetings to report progress and needs
2. Attend Area Workshops
3. Attend annual Area CFC Workshop

B. Grapevine – District Grapevine Chairs are active in A.A.'s General Service structure. They serve as a link between the Group [Grapevine Representative (GvR) and the Area Service structure. The District Grapevine Chairperson also has the goal of encouraging every group to have a Grapevine Representative (GvR).

1. Encourage Groups to elect GvRs
2. Attend District meetings to report progress and needs
3. Attend Area Workshops

C. Intergroup Liaison – Coastal Bend Intergroup services the groups in District 7 primarily by answering 12th Step calls. The Liaison is responsible to provide a communication link between the District and CBIA

1. Encourage Groups to elect Intergroup representatives
2. Attend CBIA meetings
3. Provide CBIA with updates to the 12th Step Visit List
4. Provide CBIA with information necessary to direct callers to local meetings
5. Attend District meetings to report progress and needs

D. Public Information/Cooperation with the Professional Community (PI/CPC) – ‘The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. committees visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations. (A.A. *Guidelines Public Information Committees*) “C,P,C, - Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.” (A.A. *Guidelines Cooperation with the Professional Community Committees*)

1. Attend District meetings to report progress and needs
2. Attend Area Workshops
3. Attend annual Area PI/CPC Workshop

- E. Treatment Facilities (TFC) – “Treatment Committees are formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of ‘bridging the gap’ from facility to an A.A. group in the individual’s community.” (*A.A. Guidelines Treatment Committees*)
1. Attend District meetings o report progress and needs
 2. Attend Area Workshop
- F. Website – The responsibility of the District 7 Website Chairperson is to maintain the information integrity of www.swtadistrict7aa.org.
1. Make changes to the online meeting schedules and maps when group changes require them
 2. Add information as directed by District 7
 3. Ensure that the webhost and domain names are kept paid up
 4. Attend District meetings
 5. Attend Area Workshops

VI. Funding

- A. All reimbursements will be entirely based on the availability of funds as determined by the District Treasurer
- B. Committees
1. Committee Chairpersons may request up to \$100 for committee work without prior approval from the District
 - a) *Receipts will be submitted to the Treasurer*
 - b) *Spending will be included in the next District report*
 2. Area Workshops (Summer & Winter Assemblies)
 - a) *One (1) room for women, one (1) room for men, two (2) nights each*
 - b) *Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA rate of reimbursement*
 - c) *Receipts will be submitted to the District Treasurer*
 3. CFC Chairperson attending the annual SWTA CFC Conference will be funded
 - a) *One (1) room, two (2) nights*
 - b) *Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA rate*
 - c) *Receipts will be submitted to the District Treasurer*
 4. The PI/CPC Chairperson attending the annual SWTA PI/CPC Conference will be reimbursed
 - a) *One (1) room, two (2) nights*

- b) Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA rate*
- c) Receipts will be submitted to the District Treasurer*

C. DCM

1. The DCM will be reimbursed for round trip mileage (at the current SWTA rate of reimbursement) incurred visiting groups for the purpose of assisting the Delegate and promoting participation in the Service Structure.

a) A breakdown of visits will be submitted to the Treasurer

2. Area Voting Assemblies and Area Workshops (4 per year)

a) One (1) room, two (2) nights

b) Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA rate

c) Receipts will be submitted to the District Treasurer

3. Southwest Regional A.A. Service Assembly (SWRAASA)/Regional Forum (once per year)

a) One (1) room, two (2) nights

b) Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA rate

c) Receipts will be submitted to the District Treasurer

d) In the event that airfare is required, the District may elect to reimburse for airfare instead of round trip mileage

D. District Officers will be reimbursed for supplies used, printing expenses, and postage.