

District 3B & 3C Guidelines Southwest Texas Area 68

Adopted by the 3B/3C District Committee in January 1998, this booklet is meant to be used as a guideline. These guidelines have been voted in by the District Committee. A vote should be required to change them.

First Printing: January 1998
First Revision: August 2008
Second Revision: May 2012

I. Membership -- The following shall be fully voting members of the District Committee:

- A.All District General Service Representatives (G.S.R.s) or Alternate G.S.R.s.
- B.Each District Committee Member (D.C.M.) or Alternate D.C.M.
- C.District Committee Officers (Secretary, Treasurer, Registrar, Webmaster)¹
- D.District Service Committee Chairpersons

II. District Secretary Guidelines

- A.Attend all District Meetings and take minutes. Record motions as worded along with the outcome of any vote.
- B.Provide the minutes for each member attending. Approval of minutes should be by motion and seconded.
- C.Provide the minutes to Delegate, Alternate Delegate, Area Chairperson, Alternate Area Chairperson.
- D.Provide the minutes to the District Newsletter Chairperson.
- E.Record all changes voted in by the District Committee in "District 3B & 3C Guidelines and Procedures."

III. District Registrar Guidelines

- A.Keep a current list of the names and contact information for all District General Service Representatives (G.S.R.s), Alternate G.S.R.s., District Committee Members (D.C.M.s), Alternate D.C.M.s, District Officers, and District Committee Chairpersons.
- B.Provide the list to the Area Registrar.
- C.Send out reminders of the date, time, and location for the monthly District Meeting. The D.C.M.s will assist the Registrar in obtaining contact info for all active groups in the District.

IV. District Treasurer Guidelines

- A. Collect all monies and report to the District:
 - 1. By group donation
 - 2. By expenses
- B. Provide a written report at each District Meeting of income, expenses, and bank balances.
- C. Make District aware of upcoming expenses and needs.
- D. Remind groups that their contributions are for AA service work and encourage participation.
- E. Keep in touch with groups to facilitate contributions.
- F. Money that has been collected by groups for specific items or Committees (e.g. money from Literature cans for Correctional Facilities) shall be given to the District Treasurer and earmarked as a donation from that group for that specific item.²

¹ 12@12, December 2011

² Westlake, October 1998

G. Ensure all necessary state and federal tax filings are completed and filed in accordance with 501(c)(3) regulations.

V. District Webmaster Guidelines³

- A. Provide email support for District Officers and Committee Chairpersons; maintain District Officer and Committee Chairperson email information.
- B. Keep website current, post all District events, add content and make changes as requested by District Officers and Committee Chairpersons
- C. Review content submissions for compliance with Webmaster procedures in keeping with AA Traditions, and the group conscience of the District
- D. May conduct Website committee meetings as needed to carry out the duties of the Webmaster, and ensure compliance with policy, and procedures involved in maintaining the District website.

VI. District Service Committee Chairperson Guidelines

- A. District Service Committee Chairpersons are:
 - 1. Archives
 - 2. Correctional Facilities
 - 3. Grapevine
 - 4. Literature
 - 5. Newsletter
 - 6. PI/CPC
 - 7. Treatment Facilities
- B. All function and funding requests should be presented to the District first at the monthly District meeting.
- C. Focus
 - 1. The Committee Chairpersons are asked to focus on informing the public and facilities “What AA is and What AA is Not.” Always remember that you are the liaison between AA and the public.
 - 2. Attendance at all District functions is encouraged so the AA community will know who to call to volunteer for a committee or when their group needs information or assistance with a particular problem involving a facility, etc.
 - 3. Attendance at all Area meetings is encouraged. The information learned is invaluable and will enable you to tie in with your Area Committee Chairperson, thus linking the service structure.
- D. Communication
 - 1. Report activities and projects of the committee at District Meetings. If you can't be present, ask someone to give your report.
 - 2. Ensure that the District Registrar and D.C.M.s have your correct contact information.
 - 3. Ensure that Hill Country Intergroup has your correct contact information.
 - 4. Committee events do not require a District vote each time, but it is best to check with the D.C.M.s for cooperation, input, and to check for scheduling conflicts.

³ North Austin 24, July 2012

5. Send all flyers for upcoming events to the D.C.M.s first for informational purposes.
6. Make use of all the service pamphlets available from the General Service Office (GSO).

E. District Reports

1. Reports should be concise, informative, and take no more than 3 minutes.⁴
They are to include:
 - a) What the Committee is doing
 - b) What the Committee is planning
 - c) What the Committee needs
 - d) Where and how frequently the Committee meets
2. The above guidelines should also be used when writing articles for the District Newsletter.

VII. District Representative Guidelines

- A. District Representatives are:
 1. Intergroup
- B. Reports should be concise, informative, and take no more than 3 minutes.⁵

VIII. G.S.R. Reporting Guidelines

- A. Reports should be concise, informative, and take no more than 3 minutes.⁶

IX. District Newsletter Guidelines

- A. The name of the District Newsletter is “The 3B & 3C District News” with the letters “AA” on the heading. (This is to distinguish it as a district newsletter and avoid confusion with any other service entity)
- B. The focus of the newsletter is to inform the AA community of matters pertaining to the service structure of AA: the Groups, Districts, Area, and the General Service Office (GSO). Announcements of group anniversaries, parties, and dances will NOT be reported.
- C. Format
 1. Page One
 - a) Ask It Basket
 - (1) The Ask It Basket will be answered by an Area Officer or D.C.M. Questions will involve the issues which are being asked at Area or District meetings pertaining to the Traditions of the Service Structure, items presented via the Delegate, etc.
 - b) D.C.M. Report
 - (1) Both D.C.M.s should write a brief report of the function and needs of their District.
 2. Other Regular Features

⁴ Northland, Nov 2011

⁵ Northland, Nov 2011

⁶ Northland, Nov 2011

- a) Calendar of Events (upcoming District, Area, and Regional events only).
 - b) Committee Reports (each Committee Chairperson should submit a report of its activities, future plans, meeting times and locations).
 - c) District Meeting notes (notes of the last meeting prior to publication; provided by the District Secretary)
 - d) Treasurer's Report (should include the words, "All donations should be made to District 3B & 3C and mailed to...[name and address]."
 - e) Names and e-mail addresses of D.C.M.s and Committee Chairpersons (boxed and listed separately). Use of last names is not permitted (last initial only).⁷
3. Other Pages
- a) Upcoming District Mini Workshops may be highlighted or boxed, space permitting.
 - b) Flyers for District, Area and Regional meetings may be added, space permitting.
4. Additional Guidelines
- a) One or both D.C.M.s must proofread the newsletter prior to printing
 - b) The newsletter is a quarterly publication and should be printed by the first of the month for January, April, July, and October.
 - c) The Newsletter Chairperson may set the deadline for articles and collect each newsletter component from the proper source.
 - d) The newsletter will be mailed to the Area Delegate, Alternate Delegate, Area Chairperson, Alternate Chairperson, and Area Newsletter Chairperson.
 - e) Newsletters should be submitted for distribution to the groups at the monthly District meeting.
 - f) Additional newsletters should be taken to Hill Country Intergroup and Southwest Texas Area Assemblies.
 - g) Use of last names is not permitted (last initial only).

X. Financial Guidelines

A. District Committee Members (D.C.M.s)

1. D.C.M.s will be reimbursed for reasonable receipted expenses incurred to attend Southwest Texas Area Conferences, Assemblies and Workshops up to \$300.00. Additional expenses may be approved by District vote.⁸
2. D.C.M.s will be reimbursed for reasonable receipted expenses incurred to attend Regional Forums and SWRAASA (Southwest Regional AA Service Assembly) up to \$300.00. Additional expenses may be approved by District vote.⁹

B. Alternate District Committee Members (Alternate D.C.M.s)

⁷ East Austin, January 2013

⁸ Living Faith, December 1999

⁹ Northland, 1999

1. Alternate D.C.M.s will be reimbursed for reasonable receipted expenses incurred to attend Southwest Texas Area Assemblies and Workshops up to \$300.00
2. Alternate D.C.M.s will be reimbursed for reasonable receipted expenses incurred to attend Regional Forums and SWRAASA (Southwest Regional AA Service Assembly) up to \$300.00.

C. District Service Committee Chairpersons

1. District Service Committee Chairpersons will be reimbursed for reasonable receipted expenses incurred to attend two Southwest Texas Area Workshops per year up to \$300.00 if funds are available.¹⁰
2. Corrections Chairperson will be reimbursed for reasonable receipted expenses incurred to attend the Southwest Texas Area Correctional Facilities Conference up to \$300.00¹¹
3. PI/CPC Chairperson will be reimbursed for reasonable receipted expenses incurred to attend the Southwest Texas Area PI/CPC Conference up to \$300.00.¹²
4. Corrections Chairperson may purchase up to three cases of Big Books each month as he/she deems necessary.¹³
5. Treatment Facilities Chairperson may purchase up to one case of Big Books every other month (Feb., Apr., June, Aug., Oct., Dec.) if funds are available.¹⁴ In addition, Treatment Facilities Chairperson may purchase other AA literature up to \$250.00 per year for if funds are available.¹⁵
6. Literature Chairperson may purchase replacement materials for District Meeting up to \$25.00 per month if funds are available.¹⁶
7. All requests for literature for Committees will be considered. However, the District is committed to assisting all Committees equally. Consideration must be given to the expenses of attendance at Area Assemblies by D.C.M.s first, then by Committee Chairpersons for non-voting Assemblies. These funds should be appropriated by the District Treasurer first before considering any major literature purchases for the Committees.
 - a. Committees may graciously accept donations of literature from AA groups or individuals; however, please inform the groups that since the district funds all of the Committees equally, the groups' contributions to the District

¹⁰ Living Faith, December 1999

¹¹ Living Faith, 1998

¹² Keep First Things First, April 2010

¹³ Last House On The Block, 2007 (two cases) Suburban, 2014 (three cases)

¹⁴ Suburban, 2001

¹⁵ Keep First Things First, February 2010

¹⁶ Bouldin, 2001

from their excess funds would be more in accordance with the Seventh Tradition and the recommendations of the General Service Conference.

8. Newsletter Chairperson must inform and remind the District Treasurer of upcoming newsletter expenses each quarter so money can be set aside in advance. Expenses are kept to a minimum through volunteer time and the expertise of the Newsletter Chairperson or Editor. The cost of printing should be kept below \$100.00 if possible. If the cost is more, Newsletter Chairperson should contact the D.C.M.s for the funds.

9. All committees may fund projects unspecified up to \$100 per year.¹⁷

D. District Officers

1. District Secretary will be reimbursed for printing and postage expenses.
2. District Registrar will be reimbursed for printing and postage expenses.
3. District Treasurer will be reimbursed for printing and P.O. Box expenses.

VIII. Checklist for Mini-Workshops and Hosting Area Conferences and Conventions

Hosting district Mini-Workshops and Area Assemblies is a good way to attract members to service work and to promote unity and a better understanding of AA in the community.

A Mini-Workshop can be the invitation of Area Officers, Area Committee Chairpersons, or any experienced AA member to do a presentation at the monthly District Meeting or a time set apart. These presentations may be on any subject about the Traditions, Steps, Service, Group participation at District, AA members' responsibility, etc.

To host an Area Assembly, the D.C.M.s of the Austin area should contact the Area Chairperson well in advance (ideally a year or more) for consideration to host the event.

E. Checklist For The District

1. Date of Event

a) Approach the District Committee and make sure there is cooperation and participation from the Groups.

b) Check with surrounding Districts, the Area, and Intergroup to make sure your function doesn't coincide with other AA functions.

2. Time

3. Place

a) For District Mini-Workshops, make sure the Group hosting the event is willing to host it and has the proper amount of space. Never conflict with regularly scheduled AA meetings.

b) For Area Assemblies, the D.C.M. may require assistance from other experienced AA members in the community and wish to work with a Committee to find a place to host the event. The D.C.M.s must

¹⁷ Westlake, January 1996

communicate at all times with the Area Chairperson regarding all the arrangements made about the site that is under consideration. Plans for Area Assemblies must begin immediately after approval is given to the hosting District. Confirmation on the site two years in advance (one year minimum) is preferred. A copy of the contract is sent to the Area Chairperson for review. The responsibility of all debts for an Area Assembly is the Southwest Texas Area. The Area Chairperson will sometimes sign the contract. That is up to the individual D.C.M. and the Area Chairperson.

F. Checklist for Request From Hotel for an Area Assembly

1. Ask hotel to guarantee 30-35 rooms.
2. Coffee should be paid for by AA members, provided at the Hospitality Room or by member contribution of a set amount at the sign-in desk. The Area should come out cost-neutral.
3. The hotel will usually throw in a Conference Room and Hospitality Room if you guarantee rooms. Negotiate. Try to get the Conference Rooms for free.
4. The Area needs at least seven break-out rooms at Area Assemblies. These rooms are for the meetings that take place during the Assembly.

G. Flyers

1. Flyers should be provided well in advance and contain:
 - a) Name of Event
 - b) Time
 - c) Place
 - d) Name of city
 - e) Do not list last names of AA members
 - f) If pre-registering, a form to fill out and return to Registration Chairperson.
2. See flyers of previous events for ideas.
3. Be sure all Groups receive flyers.
4. Be sure Intergroups and Central Service Offices receive flyers to get the information in their newsletters.

H. Hospitality

1. For District Mini-Workshops, snacks are a welcome enhancement to any event. Hosting Groups may want to provide all the refreshments, or G.S.R.s may want to bring food.
2. For Area Assemblies, all AA groups should contribute and participate. The Hospitality Chairperson and Committee members should contact Groups by phone and by attending Group meetings to encourage participation. Be sure to contact each person or group just before the event to insure they will be at the appropriate time and place and that all items promised will be there.
3. Be sure the Hospitality Chairperson has a key to the Hospitality Room. The room number should be placed at several points in the hotel so members know where the Hospitality Room is located.

I. Registration

1. For Area Assemblies, the hotel will usually provide a table. Make sure the registration table has only the Area sign-in sheets and other Area information. District Committees should make arrangements for their own tables.
2. Mark table so that all members know where to sign in. Some Area Assemblies charge a registration fee to offset expenses of the speakers, etc. but not for the Area business meeting. The Area Chairperson will let your D.C.M. know (this is only for the Fall Voting Assembly). If there is a registration fee, this Committee and the Flyer Committee may have to coordinate efforts to arrange for pre-registration funds to be received by the District.

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