Alcoholics Anonymous

District 3B & 3C

Southwest Texas Area 68

**District Mission Statement**

To carry the AA message to the alcoholic who still suffers. We do this by fostering the Austin area AA Groups by providing and informing the AA Community of service opportunities. We are the essential link between the group General Service Representative (GSR) and the Area Delegate to the General Service Conference.

These guidelines are intended to guide the District in the operations of District business. They have been gleaned from many years of experience since the formation of this District. They have been revised and approved by the Alcoholics Anonymous Panel 70 members of the District 3B & 3C Committee and the Alcoholics Anonymous groups of District 3B & 3C of Southwest Texas Area 68. The original District 3B & 3C guidelines, adopted with an initial printing in January 1998, are available in the District 3B & 3C Archives. Amendments to the original guidelines through the date of the acceptance of these guidelines are noted in that document and as such are considered finalized and not noted herein. Please contact the District 3B & 3C Archives Committee Chairperson to review the original guidelines.

**TABLE OF CONTENTS**

**District Mission Statement 3**

**Eligible Voting Members/Voting Procedures 6**

**District Committee Members (DCM) 8**

**Alternate District Committee Members 10**

**District Secretary 11**

**District Registrar 13**

**District Treasurer 14**

**District Webmaster 15**

**Guidelines Applicable to All District Service 16**

 **Committee Chairs**

**Specific Chairperson Responsibilities by Committee:**

**Accessibilities 18**

**Archives 18**

**Correctional Facilities 19**

**District Grapevine 19**

**District Literature 20**

**District Newsletter 20**

**Public Info/Cooperation with Prof’ls 23**

**Treatment Facilities 23**

**Hill Country Intergroup Liaison 24**

**Checklist for District Events 24**

**Glossary 26**

**ELGIBLE VOTING MEMBERS AND VOTING PROCEDURES**

* **Voting Members** - All District General Service Representatives (GSRs) OR Alternate; District 3B AND District 3C District Committee Members (DCM) OR Alternates; District Committee Officers (Secretary, Treasurer, Registrar, Webmaster); District Service Committee Chairpersons (Accessibilities, Archives, Correctional Facilities, Grapevine/La Vina, Literature, Newsletter, Public Information and Cooperation with the Professional Community, Treatment Facilities). Only GSR’s from District 3B are eligible to vote for District 3B DCM and Alternate DCM, and only GSR’s from District 3C are eligible to vote for District 3C DCM and Alternate DCM. Officers and Committee Chairpersons may only vote for the DCM and Alternate DCM representing their respective District as determined by the District affiliation of their home group.
* **Election of Officers and Committee Chairperson** – The District shall follow Third Legacy Procedures (as outlined in the AA Service Manual, 2018-2020 Edition, page S21) for election of all Officers and Committee Chairpersons.
* AA’s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees.
	+ Eligible Candidates are posted on a board and eligible voting members cast written ballots, with one choice per ballot. The tally for each candidate is posted on the board.
	+ The first candidate to receive two-thirds of the total vote is elected.
	+ If no candidate has two-thirds a second ballot is collected and counted. If after the second ballot no candidate has received two-thirds of the vote, those candidates with less than one-fifth of the vote are eliminated, and the top two voters (including all candidates tied for the second highest number of votes) remain eligible.
	+ A third ballot is collected. If no candidate has received two-thirds of the vote, candidates with less than one-third of the vote are eliminated, and the top two voters (including all candidates tied for the second highest number of votes) remain eligible.
	+ A fourth ballot is collected. If no candidate has received two-thirds of the vote, candidates with less than one-third of the vote are eliminated, and the top two voters (including all candidates tied for the second highest number of votes) remain eligible.
	+ After the fourth ballot the chairperson asks for a motion and a second to conduct a fifth and final ballot by a simple majority with a show of hands. If the motion fails, the remaining candidates will be made by lot (from the hat).
	+ If the motion for a fifth ballot passes, then a fifth ballot is collected. If no candidate has received two-thirds of the vote, candidates with less than one-third of the vote are eliminated, and the top two voters (including all candidates tied for the second highest number of votes) will be made by lot (from the hat).

**BUSINESS PROPOSALS AT DISTRICT MEETINGS**

* Proposals shall be submitted to the DCMs two weeks prior to the upcoming District Meeting.
* District Member submitting the proposal must be present for proposal to be considered.
* Simple Majority Vote will be the normal procedure following Robert’s Rules of Order. The presiding DCM will have the responsibility of determining if a 2/3 majority is warranted.
* Vote will be taken by show of hands or by ballot at the discretion of the presiding DCM.
* Motion is proposed, and discussion (limited to two minutes per individual) takes place. ALL QUESTIONS WILL BE ADDRESSED TO THE DCM WHO MAY ANSWER THE QUESTION OR REFER TO THE APPROPRIATE PERSON IF PRESENT.
* Following adequate discussion, the question may be called by a voting member or at the discretion of the presiding DCM. If a second to calling the question is offered, then a simple majority vote by show of hands will determine if discussion stops or continues.
* Friendly amendments will not be considered. The proposal may be taken up as new business at a future District meeting, if resubmitted.
* Should the District Conscience suggest that the Proposal be considered by the Groups in their Group Conscience the proposal will be considered as failed and can be brought back as new business at a future District meeting.
* Minority Opinion:
	+ Called for after the election results
	+ If voting members from the majority do not signify a wish to change their vote by a show of hands the results will stand with no further discussion.
	+ If any one person wishes to change their vote, then a vote will immediately follow the Minority Opinion without further discussion. The second vote will be the final vote with no minority opinion called after the second vote.

**DISTRICT COMMITTEE MEMBERS (DCM) TERMS, DUTIES, ELIGIBILITY**

**Length of Sobriety and Previous Service Experience:** 4 Years Sobriety; has served a full term as GSR or has served a full term as a District Officer; has demonstrated responsibilities in the service structure at the group level; and, has the time, willingness, and support of home group, family, and employer.

**Responsibilities:**

* As outlined in the AA Service Manual, 2018-2020 Edition, page S32:
* Regularly attends all District Meetings and Area Assemblies.
* Receives reports from GSRs and through frequent contact with groups in the district.
* Holds regular meetings of GSRs in the district.
* Helps the conference (area) delegate cover the area.
* Assists the Area Delegate in obtaining group information in time to meet the deadlines for AA directories.
* Keeps GSRs informed about conference activities.
* Makes sure that GSRs are acquainted with the AA service manual, the 12 Concepts for World Service, Box 4-5-9, workbooks, and guidelines from GSO, and any other service material.
* Helps GSRs make interesting reports to groups and encourages them to bring new AA members to service events.
* Keeps groups informed about conference-approved books and pamphlets.
* Organizes workshops and sharing sessions on service activities.
* Regularly keeps in touch with the Alternate DCM and the Area Delegate and sends minutes to the Area Delegate and the Area Alternate Delegate.
* Brings tradition problems to the attention of the Area Delegate.
* Makes a regular practice of talking to groups on the responsibilities of general service work.
* Assists the Registrar in obtaining contact info for all active groups in the district.

**Approved District Financial Support:**

* 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 with Proposal submitted by the requesting District Committee Member.
* 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 with Proposal submitted by the requesting District Committee Member.

**ALTERNATE DISTRICT COMMITTEE MEMBERS (ALT DCM) TERMS, DUTIES, ELIGIBILITY**

**Length of Sobriety and Previous Service Experience:** 2 Years Sobriety; has served a full term as GSR or has served a full term as a District Officer; has demonstrated responsibilities in the service structure at the group level; and has the time, willingness, and support of home group, family, and employer.

**Responsibilities:**

* As outlined in the AA Service Manual, 2018-2020 Edition, page S33:
* Encouraged to assist, participate, and share in the DCM’s responsibilities at district and area meetings.
* Steps in as the DCM if the DCM resigns or is unable to serve for any reason.

**Approved District Financial Support:**

* Reimbursed for reasonable receipted expenses incurred to attend SWTA Assemblies and Workshops up to $300.00 per event.
* Reimbursed for reasonable receipted expenses incurred to attend Regional Forums and SWRAASA up to $300.00. Additional expenses may be approved by District vote with Proposal submitted by the requesting Alternate DCM.

**DISTRICT SECRETARY TERMS, DUTIES, ELIGIBILITY**

**Length of Sobriety and Previous Service Experience:** 2 Years Sobriety; has the time, willingness, and support of home group, family, and employer.

**Responsibilities:**

* Attend all District Meetings and take minutes.
* Record motions as worded along with the outcome of all votes.
* Provide the minutes of the prior month’s District Meeting within one week of the District Meeting adjournment to each voting member for review, motion, and subsequent approval by simple majority at the upcoming District meeting.
* Provide the approved minutes to SWTA Delegate, Alternate Delegate, Chairperson, and Alternate Chairperson.
* Provide the approved minutes to the District Newsletter Chairperson.
* Record all changes to the “District 3B & 3C Guidelines and Procedures” which are voted in by the District Committee with footnote stating month and year added.
* Provide Copies of District Guidelines to all members attending District meetings.
* Maintain the master “District 3B & 3C Guidelines and Procedures” and record all changes to the “District3B & 3C Guidelines and Procedures” which are voted and passed and insert a footnote stating the month and year added, changed, or deleted.
* Send the newsletter to the GSRs after each publication.

**Approved District Financial Support:**

* Reimbursed for printing and postage expenses.

**DISTRICT REGISTRAR TERMS, DUTIES, ELIGIBILITY**

**Length of Sobriety and Previous Service Experience:** 2 Years Sobriety; and has the time, willingness, and support of home group, family, and employer.

**Responsibilities:**

* Keep a current roster of the names and contact information for all District GSRs, Alternate GSRs, DCMs, Alternate DCMs, District Officers, and District Committee Chairpersons to be provided to the SWTA Registrar.
* Email reminders of the date, time, and location for the monthly District Meeting one week prior to the scheduled district meeting.
* Be available for support to Groups for official documentation of changes to Group Information using Group Change Form or New Group Form.
* Provide roster to the District Webmaster.
* Be available for correspondence with the SWTA68 Registrar.

**Approved District Financial Support:**

* Reimbursed for printing and postage expenses.

**DISTRICT TREASURER TERMS, DUTIES, ELIGIBILITY**

**Length of Sobriety and Previous Service Experience:** 2 Years Sobriety; and has the time, willingness, and support of home group, family, and employer.

**Responsibilities:**

* Collect and record all group donations and other income.
* Pay and record all district expenses.
* Reconcile bank statement monthly.
* Provide a written “Treasurer’s Report” at each District Meeting of income, expenses, and bank balances to be approved by motion and simple majority at the upcoming District meeting.
* Make District aware of upcoming expenses and needs.
* Ensure that all expense reimbursements fall within the District Guidelines and are properly documented with receipts.
* Keep in touch with Groups to facilitate contributions.
* Deposit and earmark money that has been collected by Groups for specific items or Committees (e.g. money from Literature cans for Correctional Facilities, AADI contributions, etc.).
* Ensure all necessary state and federal tax filings are completed and filed in accordance with 501(c)(3) regulations with District approved Certified Public Accountant hired to submit filing.
* Ensure that payments are made for the maintenance of the Post Office Box.
* Provide Sales Tax Exemption Certificate for Officers and Chairpersons incurring expenses on behalf of the District.

**Approved District Financial Support:**

* Reimbursed for printing and postage.
* Encouraged to use the District debit card for expenses whenever possible.

**DISTRICT WEBMASTER TERMS, DUTIES, ELIGIBILITY**

**Length of Sobriety and Previous Service Experience:** 2 Years Sobriety; and has the time, willingness, and support of home group, family, and employer.

**Responsibilities:**

* Provide email support for District Officers and Committee Chairpersons; maintain District Officers and Committee Chairpersons email information.
* Keep website current.
* Post all District events (to be approved by DCMs prior to posting).
* Add content and make changes as requested by District Officers and Committee Chairpersons.
* Reviews and seeks guidance from DCMs regarding website content submissions for compliance with AA Traditions and the Group Conscience of the District.
* 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.
* Facilitate District online meetings as needed.

**Approved District Financial Support:**

* As approved by the District with Proposal.

**DISTRICT SERVICE COMMITTEE CHAIRPERSON GUIDELINES APPLICABLE TO ALL DISTRICT SERVICE COMMITTEE CHAIRS:**

* 1 Years Sobriety; has the time, willingness, and support of home group, family, and employer.
* All District Service Committee Chairpersons serve a two-year term.
* Attendance at all District functions is suggested.
* Attendance at all SWTA Area Meetings is suggested. The information learned is invaluable and will enable you to tie in with your Area Committee Chairperson, thus linking the service structure.
* Attendance at the two annual Southwest Texas Area Workshop Assemblies is encouraged.
* Report activities and projects of the committee at District Meetings. If you cannot be present arrange for one of your committee members to give your report.
* Become familiar with the workbook, service pieces and materials provided by GSO pertaining to your specific Service Committee.
* District Committee Reports should be concise, informative, and take no more than 3 minutes. and should include:
	+ What the Committee is doing
	+ What the Committee is planning
	+ What the Committee needs
	+ Where and how frequently the Committee meets
* Provide a written committee report suitable for printing in the District Newsletter on or before each quarterly deadline determined by the Newsletter Committee Chairperson
* Present a workshop during the two-year panel/term. Service Committees may combine to organize a workshop or event.
* Attract AA members to form a committee.
* Manage correspondence for assigned District email address.

**Approved District Financial Support**

* Reimbursed for receipted expenses up to $300 per workshop to attend SWTA Workshops not including Voting Assemblies if funds are available.
* All committees are funded without further District approval up to $100 per year.
* All function and/or additional funding requests should be submitted as a Proposal to the District prior to purchasing or announcing said function.

**ADDITIONAL SPECIFIC RESPONSIBILITIES BY COMMITTEE:**

**ACCESSIBILITIES COMMITTEE CHAIRPERSON**:

**Responsibilities:**

* Determine the needs for groups in the District.
* Act as AA Deaf Intergroup of Central Texas (AADI) liaison.
* Provide resources/information to carry the message of AA..

**ARCHIVES COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Collect and store approved District minutes.
* Provide history for archives page located in District Newsletter.
* Collect group histories to be preserved and submitted to GSO.
* Ensure District archives are saved for future reference.

**CORRECTIONAL FACILITIES COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Provide information and facilitate/coordinate “CARRYING THE MESSAGE” to local correctional institutions.
* Attend the Southwest Texas Correctional Facilities Conference.

**Approved District Financial Support:**

* May purchase up to three cases of Big Books each month as deemed necessary for correctional facilities.
* Chairperson will be reimbursed for up to $300 of reasonable expenses to attend the SWTA Correctional Facilities Conference.

**GRAPEVINE/LA VINA COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Provide/share Grapevine promotions and news to the groups/GSRs.
* Coordinate/facilitate the Grapevine Booth at the Citywide meeting currently held the 3rd Saturday of each month.

**LITERATURE COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Purchase replacement materials for District Meeting up to $25.00 in any given month if funds are available.
* Purchase Service Materials for Service Committee Chairpersons if within Committee Chairperson $100 budget or approved by District.

**NEWSLETTER COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Inform the District Treasurer of upcoming newsletter expenses each quarter.
* Follow the District Approved Newsletter Guidelines:
	+ Inform the AA community of matters pertaining to the service structure of AA: Groups, Districts, Area, and the General Service Office (GSO).
	+ The name of the District Newsletter is “The 3B & 3C District News” with the letters “AA” on the heading.
	+ No Last Names or phone numbers to be printed.
	+ Treasurer’s Report include the District mailing address provided by the Treasure.
	+ Names and District e-mail addresses of DCMs and Committee Chairpersons to be published.
	+ Upcoming District Workshops may be highlighted or boxed, space permitting
	+ Flyers for District, Area and Regional meetings may be added, space permitting.
	+ Ask It Basket - The Ask It Basket passed at District Meetings will be answered by an Area Officer or DCM.
	+ DCM Report - both DCMs should write a brief report of the function, news and needs of their District.
	+ Group History Report provided by a District AA Group.
	+ Report from each District Committee Service Chairperson.
	+ Calendar of Events. Upcoming District, Area, and Regional events only. Announcements of Group anniversaries, parties, and dances will NOT be reported.
	+ One or both DCMs must proofread the newsletter prior to printing.
	+ The newsletter is a quarterly publication to be printed by the first of the month for January, April, July, and October.
	+ The Newsletter Chairperson will set the deadline for articles and collect each newsletter component from the proper source.
	+ Distribution of printed newsletter as follows:
		- E-Mail to the SWTA Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Newsletter Chairperson, District Archives Committee Chairperson, and District Secretary.
		- Appropriate quantity (100-150) to be brought for distribution to the Groups, District Officers and Committee Chairpersons at the monthly District meeting.
		- Additional newsletters to be delivered to Hill Country Intergroup and SWTA Assemblies.
* **Approved District Financial Support:**
	+ Reimbursement for reasonable printing costs.

**PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Respond and fulfill requests from the community for providing information on AA.
* Staff requests for participation at local events.

**Approved District Financial Support:**

* Reimbursed for reasonable receipted expenses incurred to attend SWTA PICPC Conference up to $300.00.

**TREATMENT FACILITIES COMMITTEE CHAIRPERSON**

**Responsibilities:**

* Purchase up to one case of Big Books every other month (Feb., Apr., June, Aug., Oct., Dec.) if funds are available.
* Purchase other AA literature up to $250.00 per year if funds are available based on needs in the treatment community.
* Cooperate with local treatment centers to facilitate or coordinate carrying the message.

**DISTRICT HILL COUNTRY INTERGROUP (HCI) LIAISON**

**Responsibilities:**

* Report should be concise, informative, and take no more than 3 minutes. They should include:
	+ InterGroup Board decisions AA in the District.
	+ Financial health of Hill Country Intergroup
	+ Upcoming Hill Country Intergroup 24-hour telephone hotline coverage needs
	+ Announcement and/or status of upcoming Hill Country Intergroup sponsored events.
	+ Attend HCI Representatives monthly meetings.
	+ Attend HCI Board monthly meeting.

**CHECKLIST FOR DISTRICT EVENTS/WORKSHOPS**

1. Approach the District Committee and make sure there is cooperation and participation from the Groups.
2. Select date and location, and check with surrounding Districts, SWTA, Southwest Regional and Intergroup to make sure the function does not conflict with other AA functions.
3. Flyers should be provided well in advance and contain: Name of Event; Time; Location; Pre-registration forms and email address or link to pre-register if applicable. Do not list last names or phone numbers of AA members. All Groups, Intergroups and Central Service Offices, and relevant SWTA Committee Chairpersons should receive flyers.
4. The 7th Tradition basket will be passed at District events and monies will go to the hosting group.
5. Hosting of SWTA Assemblies or Southwestern Regional Events:
* The participation of District in any of these events is only considered by proposal to the District and approval of such proposal by simple majority vote prior to submitting a bid for hosting to SWTA. The exception is the SWTA scheduled rotation of the Fall Voting Assembly of the second year of the Panel.
1. For all SWTA Assemblies/Workshops refer to “A Checklist for Area Assemblies/Workshops” from a copy from the DCM online at

[https://www.aa-swta.org/wp-content/uploads/2019/12/\_Checklist\_Final\_English\_Web.pdf](https://www.aa-swta.org/wp-content/uploads/2019/12/Suggested_Checklist_Final_English_Web.pdf)

**GLOSSARY**

3B District of Groups north of the Colorado River

3C District Groups south of the Colorado River

AADI AA Deaf Intergroup of Central Texas

AAWS Alcoholics Anonymous World Services, Inc.

Ad Hoc Ad Hoc Committee created as needed temporarily for a particular purpose

Box 459 General Service Office Newsletter

CFC Correctional Facility Committee

DCM District Committee Member

GSB General Service Board

GSC General Service Conference

GSO General Service Office

GSR General Service Representative

HCI Hill Country Intergroup

HCIB Hill Country Intergroup Board

IC International Convention of Alcoholics Anonymous

ICYPAA International Convention of Young People in Alcoholics Anonymous

PI/CPC Public Information/Cooperation with the Professional Community

SWRSAA Southwest Regional Service Assembly of Alcoholics Anonymous

SWTA68 Southwest Texas Area 68

TFC Treatment Facility Committee

TXYPAA Texas Young People in Alcoholics Anonymous