

ALCOHOLICS ANONYMOUS DISTRICT 13 GUIDELINES

PREAMBLE

District 13 is a service body, part of the Northwest Texas Area 66 Assembly of Alcoholics Anonymous, committed to carrying the voice of the District's AA 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 66 Assembly, A.A. World Services and The Grapevine Incorporated through the General Service Structure of Alcoholic Anonymous.

The primary of 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 vote 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 from 2:00pm to 4:00pm; unless otherwise agreed upon by Group Conscience.
2. The meetings will rotate location monthly. Each participating AA group may host a District Meeting during their respective town's rotation.
3. District 13 meetings are closed. All members of Alcoholics Anonymous are welcome to attend District meetings.
4. District 13 meetings will include:
 - a. General Services Representatives (GSRs)/Alternate GSR
 - b. Elected District Committee Member (DCM) to chair meetings/Alternate DCM
 - c. Elected Treasurer/Alternate Treasurer
 - d. Elected Secretary/Alternate Secretary
 - e. Elected Literature/Alternate Literature
 - f. District Committee Chairs
5. District 13 meetings are non-smoking; however, the Chairman will allow breaks each hour.

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, Secretary and Literature or their Alternate.)
 - c. District Committee Chairpersons approved by the District (or their Alternate)
 - d. The DCM is a non-voting member.
 - e. There will be no tie votes.
 - f. There will be one vote per person, regardless of the number of positions held
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 of voting members present.
5. An approved District action is binding for one year.

C. OFFICERS

1. Officers of District 13 are:
 - a. District Committee Member
 - b. Alternate DCM (when acting as DCM)
 - c. Secretary (Alternate Secretary only when acting as Secretary).
 - d. Treasurer (Alternate Treasurer only when acting as Treasurer).
 - e. Literature Chair (Alternate Literature Chair only when acting as Lit. Chair)

- f. Local Committee Member (Alternate LCM only when acting as Local Committee Member)
- 2. Duties of the Officers
 - a. Attending District meetings is the duty of all officers, committee chairpersons, and alternates. Read the AA Service Manual
 - b. District Committee Member (DCM) It is the responsibility of the “Officer” to inform their Alternate in the event they will be absent and provide them with the proper materials to give the reports of their position and perform the other duties of the position throughout the meeting.
 - c. Attend District Meetings in the duty of all Officers, Committee Chairpersons, and Alternates
 - d. District Committee Member (DCM)
 - (1) Conduct all District 13 meetings; perform the general duties of an administration officer of the District
 - (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 email the meeting agenda to the District Officers within five days of the District meeting and have copies available at District meeting
 - (8) Appoint Ad Hoc committees
 - (9) Appoint committee chairpersons or accept volunteers for Committee Chair 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 XIII AA Groups about basic topics (service, traditions, sponsorship, etc.) At least two workshops should be conducted each year.
 - (13) Call for volunteers to assist as needed
 - e. The duties of the Alternate DCM shall be:
 - (1) Conduct duties of DCM in DCM’s absence.
 - (2) Travel to District 13 Groups to inform the groups about District, Area and Service/Grapevine information.
 - (3) Assist DCM as necessary to provide workshops to District 13 AA Groups about basic topics (service, traditions, sponsorship, etc.)
 - (4) Update and maintain printed District Meeting Schedule
 - f. The duties of the Secretary shall be:

- (1) Records and maintain the minutes of the District Meetings, using last names.
- (2) Email meeting minutes within five business days prior to the District Meeting. Bring printed copies to District Meeting.
- (3) Maintain and distribute a current roster of all District 13 AA Groups, GSR's, Officers, and Committee Chairs.
- (4) Create District newcomer packets for new District members including
 - a. Rosters
 - b. District Guidelines
 - c. Map of District Area
 - d. GSR list
 - e. Other information as needed
- g. The duties of the Alternate Secretary shall be: to conduct duties of Secretary in Secretary's absence and assist Secretary as needed.
 - (1) Conduct duties of Secretary in Secretary absence
 - (2) Assist Secretary as needed.
- h. 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 all monies received and make all proper disbursements.
 - (5) Present a printed accounting (bank statement) at each meeting, i.e. contributions/expenses
 - (6) Present annual budget
- i. The duties of the Alternate Treasurer shall be: to conduct duties of Treasurer in Treasurer's absence and assist Treasurer as needed.
 - (1) Conduct duties of Treasurer in Treasurers absence
 - (2) Assist Treasurer as needed
- j. The duties of the Literature Officer (Literature Standing Committee Chair) shall be:
 - (1) Order conference approved literature from GSO to have necessary inventory on hand for district needs.
 - (2) Maintain bank account with Signature card to be signed by DCM and Literature Chair.
 - (3) Deposit receipts from Literature Sales and make proper disbursements to maintain necessary inventory.
 - (4) Present report each month showing inventory as of the end of the prior month, and an accounting of all income and expenses.

- (5) Set up a literature booth at all District events where attendees would purchase literature.
- k. Duties of the Alternate Literature Chair shall be: to conduct duties of Literature Chair in the Literature Chair's absence and assist Literature Chair as needed.
 - (1) Conduct duties of Literature Chair in the Literature Chair's absence
 - (2) Assist Literature Chair as needed.

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 in the AA Service Manual.** The permanent committees of District 13 are:
 - a. Archives
 - b. Correctional Facilities
 - c. Treatment Facilities
 - d. Grapevine/La Vina
 - e. Hotline
 - f. Public Information
 - g. Cooperation with the Professional Community
 - h. Website
 - i. Newsletter (Newsletter Guidelines see Appendix I)
 - j. LCM (Local Committee Member)
 - k. Texas State Convention Committee:
 - (1) On years when the State Convention is being held in our District, this position can be filled to act as a liaison between the District Committee and the local State Convention Committee to promote support and attendance.
 - (2) The Committee will serve to promote support and attendance of 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 be responsible for making appointments, seeking candidates or accepting volunteers for Standing Committee Chairmanships, which will then be set before the District Committee for approval by simple majority vote.
4. Each committee shall meet at the call of its chairperson or the DCM.
5. Duties of the Committee chairperson 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 report of their Committee's activities and expenses at each District meeting or in the event of their absence send a written report to keep the committee updated.
- 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 with the corresponding Chairperson of each group and the Area.
- 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 suggestions on the local level to gain personal experience.
- j. Solicit contributions from A.A. entities to help defray the cost of the committee's 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 will hold elections by Third Legacy Procedures for the DCM, Alternate DCM, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Literature Chair and Alternate Literature Chair at the November 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 will 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 AA group members that reside within District 13 shall be eligible for 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 Area Delegate; the time, energy, and desire to serve
 - b. Secretary – Business experience (if possible) and a sense of order; reasonable length of sobriety (2 years); the time, energy, and desire to serve.
 - c. Treasurer – accounting experience (if possible); a sense of persuasiveness; a reasonable length of sobriety (2 years); the time, energy and desire to serve
 - d. Literature - Business and accounting experience (if possible); knowledge of our A.A.

literature; a reasonable length of sobriety (2 years); the time, energy and desire to serve.

7. If an officer's position is vacated at any time, the alternate will fill the position until the next Election. A new alternate will be nominated and elected.

F. REMOVAL PROCEDURE

1. The District may remove and replace any Officer or Committee Chairperson from office if the current representative is no longer able to fulfill the duties and responsibilities of their position listed in the Guidelines.
2. In the event the DCM, any Officer or Committee Chairperson should be absent from 2 or more consecutive meetings without providing an adequate Report for their position, they may be asked to resign in order to insure proper function of the District Committee as a whole.
3. Removal shall be by written ballot. A two-thirds majority of voting members present is required.
4. A break in sobriety shall automatically terminate officer/chairmanship and their membership/eligibility to vote.

G. FINANCIAL MATTERS

In practicing the seventh Tradition of Alcoholics 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.
2. The Treasurer's report and budget 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 Member 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 or mileage expenses (reimbursed at the Federal mileage reimbursement rate).
 - c. District Committee Chairpersons will be reimbursed for necessary District expenses including printing of District information (meeting minutes, information, guidelines, etc.). District Committee Chairpersons will not be reimbursed for mileage by district.
5. District 13 will contribute to NWTAA66 \$50.00 Quarterly and GSO \$50.00 Quarterly
6. District treasury funds are to be used only for AA service work and will not be used for other purposes (flowers, funerals, etc.)

7. Donations will be accepted only from AA Groups, AA Service entities/events, and AA members.
8. The District 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 pre-approved by the District.
9. District 13 will not reimburse travel for out of town speakers without prior approval of the District.
10. Any expenditure above \$100.00 should not be made by any District Officer or Committee Chairperson without prior approval of the simple majority vote of GSR District members who are present.
11. District will contribute \$50.00 to hosting Group of the District Meeting to offset the expenses (utilities, coffee, etc.)

APPENDIX I

District 13 Newsletter Guidelines

District 13 has set up an account with Mail Chimp so individuals may opt **IN** to receive notices about District Group Events through E-Mail. Attachments must be sent in JPG or PNG format.

These guidelines are to assist individual groups in designing their flyer that they are requesting to be sent through Mail Chimp.

- When designing your flyer, please keep in mind
- 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.

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- Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.
- Tradition 5 (The primary purpose of the group is to carry the message) and
- Tradition 10 (No outside issues)

Please keep the flyer related to an AA function

Speaker Meeting

Group Anniversary

Eating Meeting

Gratitude Dinner

Serenity Breakfast

Dance

Special Meeting/Alcathon

Please keep the event INCLUSIVE - Do not exclude anyone by

Naming it for a Religious Holiday (Christmas, Easter, Hanukah)

Naming it for an ethnic holiday (Kwanzaa)

For the benefit of an organization or institution

APPENDIX II

District 13 Website Guidelines

The District 13 Committee recommends that the ***aadistrict13.org*** website contains only information about AA as it specifically relates to our District. Its purpose is to inform AA members and the general public about AA meetings and events within District 13. It is also recommended that our spiritual principal or anonymity and all Twelve Traditions always be considered when adding information on the website as it is published on a forum available to the public. The site is funded by the District Committee and maintained by the elected District Webmaster. Any major changes to the site shall be submitted by the District Website Committee for the approval of the District 13 Committee.

APPENDIX II

ROBERTS RULES OF ORDER

Guiding Principle:

Everyone has the right to participate in discussion, if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g. “I move that we add a coffee break to this meeting.”). After being recognized by the DCM, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee or postponed indefinitely.)

How to do things:

You want to bring up a new idea to the group.

After recognition by the DCM, present your motion. A second is required for the motion to go to discussion or consideration.

You want to change some wording in a motion under discussion.

After recognition by the DCM, move to amend by

- Adding words
- Striking words
- Striking and inserting words

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the Committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time and date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Requires 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires 2/3rds vote.

You want to postpone a motion until a later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion drifted away from the agenda and want to bring it back.

Call for order of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the DCM has announced the results of a vote correctly.

Without being recognized, call for a "Division of the House." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The DCM will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, 2/3rds vote is required.

You may INTERRUPT A SPEAKER FOR THESE REASONS ONLY:

To get information about business – **Point of Information**

To get information about rules – **Point of Parliamentary Inquiry**

If you cannot hear, safety reasons, comfort, etc. – **Question of Privilege**

If you see a breach of the rules – **Point of Order**

If you disagree with the DCM ruling – **Appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

APPENDIX IV

District 13 Meeting Format

District 13 DCM or Alternate DCM opening meeting:

The DCM (or alternate) will call meeting to order, state full name, start with moment of silence (count to 20) followed by Serenity Prayer.

DCM calls for reading of minutes of previous meeting by Secretary

Secretary states full name, reading aloud full report (with last names)

Asks for changes. Any corrections are discussed and noted.

DCM thanks secretary for report.

Motion to accept the minutes, 2nd and vote all in favor.

DCM gives their report and agenda for the meeting.

Alt DCM states their full name and gives their report

Treasurer states their full name and gives their report. Questions may be asked for clarifications. Motion to accept, 2nd and all in favor.

Literature states their full name and gives their reports. Questions may be asked for clarifications. Motion to accept, 2nd and all in favor.

Local Committee Member states their full name and gives their report.

Committee Chair Reports:

Corrections Chair states their full name and gives their report.

CPC/PI Chair states their full name and gives their report.

Hotline states their full name and gives their report.

Newsletter states their full name and gives their report.

Treatment Chair states their full name and gives their report.

Website Chair states their full name and gives their report.

Old Business: unfinished business from the previous District Meeting.

Break Taken @

Returned @

New Business:

Group Reports:

710 Group

Alpha Omega Group

Basin Group

Castle Gap Group

Cottage Fellowship

HOW Group

Monahans/Kermit

Open Smoking @ Bad Boys

Serenity Group

Solutions Group

Suburban Group

Motion to close the meeting, 2nd and all in favor.

Meeting closes @ with the Responsibility Pledge