

**Alcoholics Anonymous
District III
Guidelines**

Preamble

District III, as part of the Northwest Area 66 Assembly of Alcoholics Anonymous, is a service body, striving to be the conscious and voice of the district’s A.A. groups.

District III 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, Incorporated and the Grapevine, Incorporated through the General Service Structure of Alcoholics Anonymous.

The primary purpose of the District III service guidelines is to compliment the A.A. Service Manual in the 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 Service Manual; but, are suggestions to aid the district in the conduct of its business.

Preface

The District III 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 ever be 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 III meetings will be held the first Sunday of each calendar month at 1:00 p.m.
2. The meetings will rotate location monthly among the groups in the district. A calendar of meeting locations will be prepared for a six-month time period and made available in January and June of each year.
3. District III meetings are closed, and A.A. Service Manuals are recommended for those attending.
4. District III meetings will include General Service Representatives (GSR's) from such District III Alcoholics Anonymous groups or their alternate, and elected District Committee Member (DCM), an Alternate District Committee Member (Alt-DCM), an elected treasurer, elected secretary and committee chairperson for the district committees. All members of Alcoholics Anonymous are encouraged to attend District meetings.
5. District III meetings are non-smoking; however, the chairperson will allow breaks each hour.
6. Routine District business items are as follows:
 - a. Agenda
 - b. Treasurer's Report
 - c. Previous meeting minutesAll of these are to be mailed or e-mailed to the district officers, district committee chairs, GSR's and all District III A.A. Groups, whether they are actively participating in the district or not. All attendees of the previous month's district meeting will receive minutes of that meeting. The mailings should occur at least 10 days prior to the next District III meeting.
7. Business presented from the floor at any district meeting which requires a vote will be placed on the agenda for the following district meeting. Immediate or emergency action may be voted upon at the discretion of the DCM.

B. Voting

1. The following are voting members of District III:
 - a. General Service Representative (GSR) **or** Alternate General Service Representative (Alt-GSR) **or** appointed group member from each District III Alcoholics Anonymous Group.
 - b. District III Officers: Secretary, Treasurer, Alt-DCM (unless serving as chair), and two Local Committee Members (LCM's).
 - c. District Committee Chairpersons.
 - d. The District Committee Member (DCM) is a non-voting member and serves to chair the District III meetings. The DCM will cast a vote only in order to break a tie.
 - e. Each voting member shall have only one vote.
2. A quorum will be the number of voting members present, provided notice of the meeting has been given.
3. The District Guidelines may be amended only by a two-thirds majority vote.
4. An approved District action is binding for a minimum of one year.

C. Officers

1. Officers of District III are:
 - a. District Committee Member (DCM)
 - b. Alternate District Committee Member (Alt-DCM)
 - c. Two Local Committee Members (LCM)
 - d. Secretary (Alt Secretary only when acting as Secretary)
 - e. Treasurer (Alt Treasurer only when acting as Treasurer)
2. Responsibilities 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 III meetings.
 2. Attend Area Assemblies.
 3. Attend the Southwest Regional Forum and the Southwest Region Alcoholics Anonymous Service Assembly (SWRAASA).
 4. Maintain contact with the Area Delegate.
 5. Report to the district on business conducted at the Area Assemblies, General Service functions and other service functions.
 6. Report to the district information provided by the Area Delegate.
 7. Prepare and mail the meeting agenda to the district officers within ten days of the next District III meeting; e-mailing whenever possible.
 8. Appoint Ad-Hoc committees.
 9. Appoint committee chairpersons subject to district voting members' disapproval, if any, at the January meeting following election and as needed to fill vacancies.
 10. Perform the general duties of an administrative officer of the district.
 11. Hold bi-monthly meetings of district officers and committee chairpersons in order to prepare agenda, aid in support of the committee chairs and for communication of any issues to be discussed and voted on at the next district meeting.
 12. Travel to District III groups to inform them of district, area, General Service Conference, Alcoholics Anonymous World Services (AAWS) and Grapevine (GV) information.
 13. Appoint committees as necessary to provide workshops to District III A.A. groups about basic topics (service, traditions, sponsorship, etc.). At least two workshops should be conducted each year.
 - c. Alternate District Committee Member (Alt-DCM)
 1. Conduct duties of the DCM in DCM's absence.
 2. Travel to District III groups to inform them of district, area, General Service Conference, AAWS and GV information.
 3. Assist DCM as necessary to provide workshops to District III A.A. groups about basic topics (service, traditions, sponsorship, etc.)
 4. Organize and carry out all the responsibilities of coordinating the Annual Gratitude Meeting to be held every year in November.

- d. Local Committee Member (LCM)
 - 1. Visit groups in the outlying communities to encourage participation in District III as well as carry information on the district and area events and Alcoholics Anonymous as a whole.
- e. Secretary
 - 1. Keep the minutes of the district meetings, using last names.
 - 2. Publish and mail meeting minutes no later than ten business days prior to the next district meeting, e-mailing whenever possible.
 - 3. Maintain and distribute a current mailing list, quarterly, of all District III groups, GSR's, Officers and standing committee chairpersons.
 - 4. Maintain district guidelines along with an updated list of approved actions indexed by date of motion and approval.
- f. Alternate Secretary (Alt-Sec)
 - 1. Conduct duties of Secretary in Secretary's absence.
- g. Treasurer
 - 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 signed by Treasurer, DCM and an additional district officer.
 - 4. Deposit receipts and make all proper disbursements.
 - 5. Present a printed accounting at each district meeting i.e., contributions/expenses and include current copies of bank statement.
 - 6. Prepare and present a budget each January to the district for approval. Members of the budget committee are to include: Current Treasurer, most recent Past-Treasurer, Current DCM, most recent Past-DCM along with the current Alternate Treasurer.
- h. Alternate Treasurer (Alt-Treas)
 - 1. Conduct duties of the Treasurer in Treasurer's absence.

D. General Service Representatives (GSRs)

The following are among the duties and qualifications of General Service Representatives (GSRs) in Northwest Texas Area 66 (NWT66), District III:

- 1. It is suggested that GSR's should have at least two years of continuous sobriety, be familiar with the A.A. Service Manual, the Twelve Traditions and the Twelve Concepts for World Service.
- 2. All District III General Service Representatives (GSRs) are full voting members of the district and are expected to attend all district meetings and area assemblies each year of their term.
- 3. The GSR will be responsible for providing the DCM with group information for mailing list and A.A. directories within two weeks of any change of information.
- 4. GSR's are asked to report back to their group the activities of the district meetings.
- 5. GSR's will be asked on occasion by the DCM or District to interpret their group conscience on matters to be considered.

E. Standing Committees

1. The standing committees represent a most important activity of District III...to carry the message to the still suffering alcoholic as defined in the A.A. Service Manual.
The permanent committees of District III are:
 - a. Answering Service
 - b. Cooperation with the Professional Community
 - c. Correctional Facilities
 - d. Grapevine/La Vina
 - e. Literature
 - f. Public Information
 - g. Treatment Facilities
 - h. Website
2. Each District III Committee should consist of a chairperson and a workable number of committee members.
3. Each Committee shall meet quarterly (at a minimum) at the call of its chairperson or the DCM.
4. Duties of the Committee Chairpersons shall be:
 1. Attend District meetings
 2. Serve as point of information for the groups in the district.
 3. Visit, inform and encourage groups in the district to establish their own committees.
 4. Present a written report of their committee's activities and expenses at each district meeting.
 5. Maintain material for their committee and bring displays of the materials to the district as requested.
 6. Conduct workshops for the district as requested.
 7. Visit District III A.A. groups and present workshops when invited.
 8. Create and maintain contact with the corresponding standing committee chairperson of the groups, the area and the General Service Office.
 9. Invite and encourage attendance of corresponding group committee chairpersons at the district meeting.
 10. Attend Area Assemblies as often as possible.
 11. Obtain and be familiar with their committee's General Service Workbook and implement some or all the suggestions.
 12. Request contributions from A.A. groups and members to help defray the cost of the committee's expenses. Such funds should be earmarked for specific committees and accounted for separately on the monthly Treasurer's report.
 13. The committee chairperson should attempt to operate the committee within the constructed annual budget of District III; however, should the committee exceed the budget prior to the end of the year, that standing committee may present the district committee with a request for additional funds. This request should include a detailed expenditure report.
 14. Qualifications for the Committee Chairpersons are suggested to include a reasonable length of sobriety (2 years) and the time, energy and desire to serve the district well.

F. Elections

1. September of each odd year, District III will hold elections by Third Legacy Procedure. (See A.A. Service Manual) for the following:
 - a. District Committee Member (DCM)
 - b. Alternate District Committee Member (Alt-DCM)
 - c. Two Local Committee Members (LCM)
 - d. Secretary
 - e. Alternate Secretary (Alt-Sec)
 - f. Treasurer (Alt-Treas)
2. Elections of all officers shall be by written ballot.
3. The terms of the officers and standing committee chairperson shall be for two years beginning January 1st.
4. No absentee nominations will be accepted for electing officers.
5. All members of the district shall be eligible for election to district offices. Nominations will also be taken from the floor.
6. Qualifications for officers are suggested as:
 - a. District Committee Member (DCM): Background in A.A. service work, including serving as GSR; enough sobriety (4-5 years) to be eligible for elections as Area Delegate; the time, energy and desire to serve the district well.
 - b. Secretary: Reasonable length of sobriety (2 years); business experience (if possible) and a sense of order. Must also have the time, energy and desire to serve the district well.
 - c. Treasurer: Reasonable length of sobriety (2 years); accounting experience (if possible) and a sense of persuasiveness. Must also have 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.

G. Removal procedure

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

H. Financial Matters

1. In practicing the Seventh Tradition of Alcoholics Anonymous, District III shall be self-supporting through contributions of District III groups and members.
 - a. Any extra monies left in the operating fund after normal expenses, will be left as an overage in the fund balance. This will be reviewed on an annual basis and then distributed to individual committee funds.
2. The prudent reserve will be \$1,875.00.
3. Reimbursement or service expenses:
 - a. The DCM will be reimbursed a total of \$200.00 per event for attendance to Area Assemblies, Southwest Regional Alcoholics Anonymous Service Assembly (SWRAASA) and Southwest Regional Forum.
 - b. The LCMs (and Alternate DCM when serving as LCM) will be reimbursed a total of \$100.00 per event for attendance to Area Assemblies, Southwest Regional Alcoholics Anonymous Service Assembly (SWRAASA) and Southwest Regional Forum.
 - c. The District III Officers will be reimbursed for necessary district meeting expenses, including printing, etc. not to exceed \$50.00 per district meeting without prior approval.
 - d. Gasoline costs will be defrayed to the DCM, LCMs and Alternate DCM (when filling in for an unelected LCM) when they travel out of town to talk about service and encourage participation from non-participating groups.
 - e. The Treasurer will reimburse the travelers from receipts after the travel; or, if given a written travel estimate, will give the traveler a check prior to the travel with the receipts to be reconciled and turned in after the trip.
4. District Treasury funds are to be used only for A.A. service work and will not be used for other purposes (flowers, funerals, etc.)
5. The district may invite Area, Regional and General Service Office staff members to attend district functions. The invited member will be responsible for the expenses unless otherwise pre-approved by the district.
6. District III will not reimburse travel for out of town speakers without prior approval of the district.
7. Expenditures of District Officers and/or Standing District Committee Chairpersons for greater than \$150.00 should have prior approval of the DCM and Treasurer.

I. Literature Depot

1. Purpose: To maintain a permanent stock of conference approved literature including books and pamphlets.
2. Depot overseer is appointed, with Committee approval, by DCM, for a four (4) year term, and can succeed oneself.
3. Overseer is not a voting position in District III.
4. Requirements:
 - a. Maintain conference approved materials and have available for groups.
 - b. Provide available free material to groups in District III.
 - c. Maintain financial responsibility of Depot, including bank account and accounts receivable.
 - d. Provide monthly financial report.
 - e. Minimum four (4) years of sobriety.
 - f. Have available space of about 10' x 10' to house materials and room for files.

J. Revisions

a.	October 7, 2007	H.3.a H.3.a	DCM reimbursement raised from \$100.00 to \$200.00 LCM reimbursement raised from \$50.00 to \$100.00
b.	January 4, 2009	A.1.	Meeting time was changed from 2:30 pm to 1:00 pm
c.	February 12, 2011	E.1.e	Change from Literature Depot to Literature
d.	February 12, 2011	I.	Add Literature Depot heading and description
e.	November 9, 2014	E.1.h	Add Website Committee to the Standing Committees
f.	November 9, 2014	H.2	To increase the amount of the prudent reserve to \$1,875.00
g.	August 7, 2016	H.1.a	Add "Any extra monies left in the operating fund after normal expenses will be left as an overage in the fund balance. This will be reviewed on an annual basis and then distributed to individual committee funds."
h.	August 7, 2016	H.3.b	Changed and added: "And Alternate DCM when serving as LCM"
i.	August 7, 2016	H.3.d	Add "Gasoline costs will be defrayed to the DCM, LCM and ALT-DCM (when filling in for an unelected LCM) when they travel out of town to talk about service and encourage participation from non-participating groups."
j.	August 7, 2016	H.3.e	Add "The Treasurer will reimburse the travelers from Receipts after the travel; or, if given a written travel estimate, will give the traveler a check prior to the travel with the receipts to be reconciled and turned in after the trip."