

DISTRICT 29

**POLICIES AND
PROCEDURES**

Amended as of 12/2021

MISSION STATEMENT

DISTRICT 29

The primary purpose of District 29 is to assist all the groups in the District in their effort of carrying the message to the alcoholic who still suffers. The District also helps General Service Representatives (GSRs) in any way possible to carry out our primary purpose through cooperation of the committees that serve the District.

DISTRICT 29 POLICIES AND PROCEDURES

VOTING PROCEDURES

1. District Business

- a. For all business of the District, except the election of DCM and Alternate DCM, only current GSRs or Alternate GSRs and all District Committee Chairpersons, including the District Secretary, District Treasurer, and Alternate DCM may vote. The DCM may vote in the event of a tie.
- b. Alternate GSRs may vote only in the absence of the corresponding GSR.
- c. A 2/3 majority is required for passage of a motion.

2. Election of DCM/Alt DCM

- a. For the election of the DCM and Alternate DCM all District 29 Committee voting members, GSR or Alternate GSR, the current DCM and Alternate DCM may vote. Refer to the current A.A. Service Manual for qualifications for DCM and Alternate DCM.
- b. Voting is done by a 2/3 majority vote by written ballot and if there is not a 2/3's majority after the first vote, then Third Legacy Procedures are to be followed as outlined in the current A.A. Service Manual.

AMENDING THE POLICIES AND PROCEDURES

1. At the beginning of each Panel, the incoming DCM will select and appoint an Ad-Hoc committee to review and amend (if necessary) the Policies and Procedures Manual for District 29 throughout the period of that Panel. At the end of the Panel the Ad-Hoc committee is to be dissolved.
2. A vote of the District committee is required to amend or delete any procedures for District Committee Chairpersons, District Secretary, and/or District Treasurer and can be done as necessary.
3. Any policy changes must go back to the groups for approval.
4. Once the Groups have reviewed the change(s), the District Committee will vote on the change(s). If passed, the change(s) will go into effect the following month after it is approved by the District Committee.

DISTRICT 29 POLICIES AND PROCEDURES

DISTRICT COMMITTEE MEMBER (DCM)

1. Refer to and perform all duties outlined in the current A.A. Service Manual chapter for District Committee Members (DCM).
2. Provides a copy (via mail or email) of the most recent District Minutes to the SWTA 68 Area Committee: i.e., Delegate, Alternate Delegate, Area Chairman, and Area Alternate Chairman.
3. The current DCM will appoint the District 29 Webmaster. The Webmaster is a non-voting position. The position can be reappointed by a newly elected DCM.
4. The current DCM and/or Alt. DCM shall be the second signature on District checking account. Change over should be promptly done in January of new Panel.
5. Odd year Incoming DCM will be reimbursed for two nights hotel expense to attend the Odd year SWTA 68 Fall Voting Assembly.

ALTERNATE DISTRICT COMMITTEE MEMBER (Alternate DCM)

Refer to and perform all duties of the DCM in their absence as described in the current A.A. Service Manual and the above paragraph for District Committee Member (DCM)

DISTRICT SECRETARY

1. Attends all District monthly meetings and takes and transcribes minutes. Any motions should be recorded as worded. A motion should be made and seconded for approval of minutes.
2. Provide a copy of minutes for each member attending a District meeting.
3. Provide a copy of approved District minutes to each District 29 Group in a timely manner by mail or email.
4. Maintains a current list of the names and contact information of all GSRs and Alternate GSRs, District Committee Chairpersons, and District 29 Officers and provides copies as needed.
5. Informs District 29 Groups of all upcoming monthly meetings. The reminders should also be emailed to the Webmaster for input on the website.
6. Reports given at monthly District meetings by District Officers, GSRs, and Committee Chairs should be written and submitted to the Secretary to assist with the preparation of the minutes.

DISTRICT 29 POLICIES AND PROCEDURES

DISTRICT TREASURER

1. Maintains the bank account and cash on hand, paying bills, as approved by the District Committee, and accounting for all funds:
 - a. By each Group's Contribution to the District Committee
 - b. By each District Meeting's 7th Tradition Collection
 - c. By earmarked CFC fund contributions
 - d. By any individual expenses
2. Attends all district meetings and provides a written report at each District meeting of Income and expenses and current account balances, with a separate ledger for earmarked contributions.
3. Makes District Committee aware of upcoming expenses and needs by coordination with DCM and Committee Chairpersons.
4. Expenses of District 29:
 - a. Provides funds for a maximum of two nights lodging for the DCM, or for the Alternate DCM when substituting for the DCM to attend Area Assemblies that are held four times a year (January, April, July, and October)
 - b. All funds requested from any District Committee Chairperson must be voted on at District Meetings with the exception of the Correctional Facilities Committee (CFC) funds, which are requested by the Correctional Facilities Chair and are paid only from funds earmarked for the CFC.
 - c. The 7th Tradition basket will be passed at each district meeting and split equally between the District and the hosting Group.
 - d. District supplies and expenses (copies, office supplies, printing, and printing supplies) are provided through district funds with the approval of the DCM.
 - e. Requests for reimbursements by District Officers and Committee Chairpersons for supplies and expenses should be submitted to the DCM for approval with backup documentation for each expense including hotel receipts, literature order forms, purchase vouchers, and sales receipts and any other expenses. A copy of the minutes approving the expenditure will be provided by the Secretary if required.
 - f. A prudent reserve of \$300.00 is to be maintained. This reserve may only be used if District Funds are depleted to cover expenses for the DCM or Alternate DCM to attend workshops.
5. Meet Incoming Treasurer and Incoming DCM/Alt. DCM at bank to ensure smooth transition to new panel. Turn over checkbook and ATM/ Debit card.

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DISTRICT COMMITTEE CHAIRPERSONS

District 29 Committees are as follows: Correctional Facilities (CFC), Public Information/Cooperation with Professional Community Chair (PI/CPC), Treatment Facilities (TFC), Literature, Newsletter, Grapevine, Webmaster, and Hill Country Intergroup Representative, Accessibilities.

A. FUNDING & WORKSHOPS:

Committee Chairpersons should request and inform the District of a need for funding or scheduling a Mini-Workshop. The eligible District voting members (See Voting Procedures) will vote on:

1. Requests by the Committee of any expenses
2. Scheduling a Mini-Workshop involving the District
3. Attendance at Area Assemblies and Workshops is encouraged for Committee Chairpersons, but is not required. Attendance is invaluable and enables the Chairs to connect with the Area Committee Chairperson. If a Committee Chairperson would like to attend an Area Workshop, they may ask the District for funds to allow them to attend.

B. LITERATURE EXPENSES OF COMMITTEES:

1. All requests will be considered. If the prudent reserve is not available, then consideration must be given first to the expense of attendance at Area Assemblies by the DCM and/or Alternate DCM (see Item 4.f. under District Treasurer). These funds should be allocated for by the Treasurer before considering any major literature purchases by the Committees. Committees may graciously accept donations of conference approved literature from A.A. groups or from A.A. members. All funds for literature earmarked for a specific committee are to be used as such.
2. Literature Chair will maintain an inventory of one case hard cover Big Books and one case hard cover 12 x 12's for distribution to District 29 groups. Re-order when inventory is depleted. Order amount not to exceed \$500.00.

C. COMMITTEE CHAIRPERSON RESPONSIBILITIES:

1. Reports, activities and projects of the Committee at District Meetings. If the Chairperson cannot attend the meeting, they should arrange for someone to give their report.
2. If a District Chairperson does not attend two (2) meetings in row without representation* the District Committee may discuss options with Committee members and may elect a new Chairperson* (*Either in actual representation or have sent a report to the Secretary.*) If the committee members make the decision to elect a new Chairperson, notice will immediately go out to all of the groups to inform them of the opening, with the election at the next district meeting.
3. Chairpersons should ensure that the District Secretary and DCM have their correct contact information.
4. All fliers for upcoming events by Committees should be sent to the DCM first for informational purposes, as well as to check to see if there is any conflict with other activities. Committee events which may not require a vote are best coordinated with the DCM for cooperation and input.

DISTRICT 29 POLICIES AND PROCEDURES

5. Committee Chairpersons should focus on informing the public and facilities on “What AA is and What AA is Not”.
6. Committee Chairperson reports to District should be concise and informative and include, at minimum, the following:
 - a. What the Committee is doing
 - b. What the Committee is planning
 - c. What the Committee needs
 - d. Current contact information for the Committee Chairperson.
 - e. These guidelines may also be used when writing articles for the monthly District Newsletter.
7. Make use of all Literature etc. from GSO.

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CHECKLIST FOR HOSTING AREA ASSEMBLIES/WORKSHOPS

Refer to Current SWTA 68 Pamphlet “A Suggested Checklist for Area Assemblies/Workshops” for guidance and detailed checklists to conduct and/or host SWTA 68 Area Assemblies or Workshops.

DISTRICT NEWSLETTER CHAIRPERSON AND NEWSLETTER

1. NAME OF NEWSLETTER:

The name of the Newsletter is “District 29 Newsletter”

- a. This is to distinguish that it is a *District Newsletter* and to avoid confusion with any other service entity
- b. The letters “A.A.” should be on the Heading.

2. FOCUS:

To inform the “A.A.” community about events in the District and Area. To allow the “A.A.” community the opportunity to learn what the District Committee is doing to help them carry the message.

3. FORMAT:

- a. The Format shall remain as: (each section has its own particular box in the newsletter)
- b. The DCM and Alternate DCM should write a brief report of any needs of the District and upcoming events or goals.
- c. Treasurer’s Report: The Treasurer’s report for the current month.
- d. Committee Positions: The Committee will be listed with first name and last initial of the Chairperson.
- e. Committee Reports: Reports of all other committees will be filled in as space permits. Committee reports will contain activities that are going on in that committee or any future plans or meetings that are scheduled (Also see #5 in Committee Chair Procedures).
- f. Newsletter should include the words “Confidential Document”. Information for Page two and Following Pages
 1. Calendar of Events of Upcoming District 29 Groups, District 29, and SWTA 68 Area Events. Group events will be included if space allows.
 2. Committee Reports: Continuation of committee reports.
 3. Information such as articles and such at the newsletter chairs discretion.
 4. Upcoming District Mini-Workshops.
 5. Fliers of Groups and District Meetings may be added as time and money permit.

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4. FUNDING:

- a. The District Treasurer should be informed and reminded of upcoming newsletter expenses so that expense may be set aside in advance for the monthly newsletter.
- b. Expenses must be kept to a minimum by the volunteer time and expertise of the District Newsletter Chairperson and whatever committee that Chairperson may form.

5. OTHER PROCEDURES:

- a. The DCM should proofread and approve the District Newsletter prior to printing.
- b. The newsletter is a monthly publication: Publications should be printed before the next district meeting.
- c. The Newsletter should be sent to the District 29 Webmaster to be placed on the website.
- d. The District Newsletter Chairperson may set the deadline for articles and collect each of the above articles from the proper source.
- e. Newsletters should be submitted to the DCM for distribution to the groups that do not have a GSR or are not present at the district meeting.