

# **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. There are “procedures” that the District Committee have voted on, and should require a vote to change.

First Print: Jan 1998  
Revised: August 2008

## District Secretary Guidelines

- Attend all district meetings and take minutes. Any motions should be recorded as worded.
- Read minutes of previous meeting. A motion should be made and seconded for approval of the minutes.
- Provide a copy of the minutes for each member attending.
- Mail a copy of the minutes to the Area Committee: i.e., Delegate, Alternate Delegate, Area Chairperson, Area Alternate Chairperson.
- It would also be helpful to send a copy of the minutes to the District Newsletter Chairperson so they may have the most updated news of the district.
- Assist the District Newsletter Chairperson by providing a synopsis of the minutes of the district meetings to be covered in the current newsletter.
- All Secretary's and Registrar's expenses for postcards, mailing, etc., are to be provided for by the district treasury.

## District Registrar Guidelines

- Keep a current list of the names and addresses of all General Service Representatives, District Committee members, and Committee Chairpersons.
- Provide Area Registrar with updated list of GSR's in both districts.
- Remind all AA groups in the Austin districts of the upcoming monthly meetings! This may entail some detective work to find a group contact. Your DCM should know all the groups in his/her district and should be able to assist you. This is important for district participation. A postcard with the date, time, and location in the usual monthly reminder. You may wish to purchase postcards and have certain information printed on them so they only need to be filled in each month.

## District Treasurer Guidelines

1. All monies collected should be reported to the district:
  - a. By group donation
  - b. By expenses
2. Provide a written report at each district meeting of income, expenses, and bank balance.
3. Make district aware of upcoming expenses and needs.
4. Remind groups that all expenses are for AA service work and encourage group participation.
5. Keep in touch with groups.

## Procedures

District voted to allow DCM(s) and Alternate DCM(s) \$200.00 up to \$300.00 (as amended in 1999) each to attend all Area assemblies held 4 times a year (Jan., Apr., Jul., Oct.). A vote is required to change this.

**Amendment:** (December, 1999 district meeting at Living Faith Group): “The DCM’s will be reimbursed for reasonable, receipted expenses incurred in attending SWTA conferences and assemblies, and the District Committee Chairs for attending the Winter and Summer workshops, without further district approval up to a limit of \$300.00. Additional expenses may be approved by district vote”.

District voted to allow all Committee Chairpersons to attend the two non-voting Area assemblies (Workshops) per year at \$200.00 up to \$300.00 each if funds are available.

**Amendment:** December, 1999 District Meeting at Living Faith Group) See Amendment above.

District voted to allow DCM(s) and Alternate DCM(s) \$200.00 up to \$300.00 each to attend Regional Forums and SWRASA.

**Amendment:** (1999 Northland) “The DCMs will be reimbursed for reasonable and actual expenses incurred in attending Regional Forums and SWRASA conferences up to a limit of \$300.00. Additional expenses may be approved by district vote”.

All funds requested by the committees must be voted on each time.

**Amendment:** (Approved minutes of the January 7, 1996 district meeting at Westlake Group) **Motion made to fund committees up to and including \$100.00 for projects unspecified to get ball rolling. Approved.**

Procedure adopted at the October 1998 district meeting at Westlake Group: “Money that has been collected by the groups for specific items or Committees (i.e., money from literature cans for the Correctional Facilities shall be given to

the District Treasurer and earmarked as a donation from that group for that specific item.

District authorized Correctional Facility Chairperson to purchase two cases of Big Books, as he/she deems necessary, each month subject to available funds.

**Amendment: (Last House on the Block 2007) Motion carried allowing the Correctional Facilities Chair to use 2 cases of Big Books, as he/she deems necessary.**

District will pay for Correctional Facilities Chairperson to attend SWTA 68 Correctional Facilities Conference.

**Amendment: (Living Faith 1998) Motion made to fund travel expenses actual and reasonable for Correctional Facility chairperson to attend SWTA 68 Correctional Facilities Conference for \$200.00 up to 300.00**

District authorized Treatment Facility Chairperson to purchase every other month i.e. 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, month etc. subject to available funds.

**Amendment: (Surburan 2001) Motion made to authorize Treatment Facilities Chairperson to purchase one case of Big Books every other month 2<sup>nd</sup>., 4<sup>th</sup>., 6<sup>th</sup>, etc. subject to available funds. Approved.**

District Literature Funding.

**Amendment: (Bouldin 2001) Motion made to authorize Literature Chairperson to purchase \$25.00 of replacement materials for District meetings each month subject to available funds. Approved.**

## Recommendations for District Committees

(These are items that have been voted on in district meetings and require a motion and vote to change)

1. For all functions and funding, go to the district first via the monthly district meeting.
2. The district members (consisting of the DCMs, GSRs, and committee chairs) must be informed and vote on:
  - a. Requests by the committees for any expenses. **(Note: see amendment to procedure #3 in the District Treasurer guidelines on pg 3.)**
  - b. Attendance at the two non-voting area assemblies held in January and July of each year. Chairpersons are funded if district funds permit.
3. Literature expenses of committees:
  - a. All requests will be considered. However, the district is committed to equally assisting all of the committees. Consideration must be given to the expenses of attendance at area assemblies by DCMs first, then by the committee chairpersons for the non-voting assemblies. These funds should be appropriated for by the

treasurer before considering any major literature donations to the committees.

**Committees may graciously accept donations of literature from the 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 from their excess funds would be more in accordance with the Seventh Tradition and the recommendations by the General Service Conference.**

#### 4. FOCUS

- a. The committees are asked to focus on informing the public and facilities on "What AA is and What AA is Not"/ Always remember that you are the liaison between AA and the public.
- b. Attendance at all district functions is encouraged so that the AA community can get to know who to call when they want to assist on a committee or when their group needs information or assistance with a particular problem involving a facility, etc.
- c. Attendance at all area meetings is encouraged and attendance at the meetings which are assisted in funding by the district are especially a focus. The information about your committee and AA which is learned from this attendance is invaluable and will also enable you to tie in with the area committee chairperson of your particular committee; thus linking the service structure.

#### 5. COMMUNICATION

- a. By reporting activities and projects of the committees at district meetings. If you can't be present, send an alternate chairperson.
- b. Be sure that the district registrar and the DCMs have your correct name and address.
- c. All fliers for upcoming events must be sent to the DCMs first for informational purposes as well as to check to see if there is any conflict with other activities. Events (such as presentations to groups by the committees, etc.) which do not require the same preparation as the district mini-workshop, may not need a vote each time the committee is going to do something, but it is best to check with the DCMs for cooperation and input. Also, it is the "job" of the DCMs and the GSRs to assist and encourage each committee by informing their groups.

#### 6. REPORTING TO THE DISTRICT

Reports to the district should be concise and informative:

- a. What the committee is doing
- b. What the committee is planning
- c. What the committee needs
- d. Where the committee meets and how often
- e. Name, address and phone number of committee chairperson

- f. These same guidelines should be used for writing articles for the quarterly district newsletter.

**Make sure the fellowship knows how to contact you.**

**Does Intergroup know your correct name, address and phone number?**

**Encourage group and individual contributions of used "Grapevines".**

**Make use of all the pamphlets available from GSO.**

## District Newsletter Guidelines

**(These are items that have been voted on in district meetings and require a motion and vote to change)**

The name of the newsletter is "**The 3B & 3C District News**", with the letters "**AA**" on the heading. (This is to distinguish that it is a district newsletter and avoid confusion with any other service entity).

### **FOCUS**

To inform the AA community of matters pertaining to the service structure of AA: the Groups, Districts, Area and General Service Office.

Announcements of group anniversaries, parties and dances will NOT be reported.

### **FORMAT**

#### **Page One:**

##### *Ask it Basket*

The Ask it Basket will be answered by an Area Officer or DCM.

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.

##### *DCM Report*

Both DCMs must write a brief report of the function needs for their district.

#### **Other pages:**

- Calendar of Events (only upcoming district and area events only.)
- Committee reports (each committee must submit a brief report of their activities, where they meet and future plans).
- District meeting notes (notes of the last meeting prior to publication).
- Treasurer's report (with the words "All donations should be made to District 3B & 3C and mailed to: [name & address of treasurer]).
- Upcoming District Mini workshops may be highlighted or boxed, space permitting.
- Fliers of area and district meetings may be added, space and money permitting.
- Names, addresses and telephone numbers of DCMs and committee chairpersons (boxed and listed separately). Use of last names is not permitted (last initial only).

## **FUNDING**

The district treasury must be informed and reminded of upcoming newsletter expenses so that money can be set aside in advance for the quarterly newsletter. Expenses are kept to a minimum by the volunteer time and expertise of the Newsletter Editor and Committee. The cost of printing should be kept below \$100.00 if possible. If the cost is more, contact the DCMs for more funds.

## **OTHER PROCEDURES**

- One or both DCMs must proof the newsletter prior to printing.
- The newsletter is a quarterly publication, and should be printed by the first of the months of January, April, July, and October.
- The editor may set the deadline for articles and collect each newsletter component from the proper source.
- A newsletter will be mailed to: Area Delegate, Alternate Delegate, Area Chairperson, Alternate Chairperson and Area Newsletter Chairperson.
- Newsletters should be submitted to DCMs for distribution to the groups via the monthly district meeting.
- Additional newsletters should be taken to Hill Country Intergroup for availability to groups.

## Checklist for Mini-workshops and Hosting Area Conferences and Conventions

Hosting district mini-workshops and area assemblies are 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 DCMs of the Austin area would contact the Area Chairperson well in advance (A year or more) for consideration of the district to host the event.

### **CHECKLIST FOR THE DISTRICT**

#### **Date of event**

- Approach the district committee and make sure there is cooperation and participation from the groups.
- Check with surrounding districts, the area and intergroup to make sure your function doesn't coincide with other AA functions

#### **Time**

#### **Place**

- 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.
- For area assemblies, the DEM 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 DCMs must communicate at all times with the Area Chairperson in all the arrangements made about the site that is being considered. Plans for area assemblies must begin immediately after approval is given to the district to host the area assembly. Confirmation on the site two years (minimum one year) in advance 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. Sometimes the Area Chairperson will sign the contract. That is up to the individual DCM and the chairperson.

## **CHECKLIST FOR REQUEST FROM HOTEL FOR AN AREA ASSEMBLY**

- Ask hotel to guarantee 30-35 rooms.
- Coffee should be paid for by AA members, provided for at the hospitality room or by member's contribution of a set amount at the sign-in desk. The area should come out at least even on this matter.
- 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.
- The area needs at least seven break-out rooms at area assemblies. These rooms are for the meetings that take place during the assembly.

### **Fliers** (should be provided well in advance)

- Fliers should have:
  - Name of event
  - Time
  - Place
  - Name of city
  - No last names of members
  - If pre-registration, something that can be returned to registration chairperson
- See previous fliers of events for ideas
- Be sure all groups receive a flier (even if they have to be mailed).
- Be sure intergroups and central service offices receive fliers and get the information in their newsletters.

### **Hospitality**

- For district mini-workshops, snacks are always a welcome enhancement to any event. Groups hosting the event may want to provide all the refreshments or GSRs may want to bring a dish.
- 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 their allotted time and place and that all items promised will be there.
- 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.

## Registration

- 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. Districts committees should make arrangements for their own tables.
- 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 DCM know (this is usually the Fall Assembly). If there is a registration fee, this committee and the flier committee may have to coordinate efforts to arrange for pre-registration funds to be received by the district.