

Alcoholics Anonymous District IV Guidelines

Preamble

District IV, as part of the Northwest Texas Area 66 Assembly of Alcoholics Anonymous, is a service body, striving to be the conscience and voice of the district's A.A. groups.

District IV 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 and The Grapevine Incorporated through the General Service Structure of Alcoholics Anonymous.

The primary purpose of the District IV 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 IV 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 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.

Contents

A. Meetings.....	Pg. 2
B. Voting.....	Pg. 2
C. Officers.....	Pg. 2
D. General Service Representatives.....	Pg. 4
E. Standing Committees.....	Pg. 4
F. Elections.....	Pg. 5
G. Removal Procedure.....	Pg. 6
H. Financial Matters.....	Pg. 6
I. Literature Depot.....	Pg. 6
J. Revisions.....	Pg. 7

A. Meetings

1. District IV meetings will be held the second Saturday of each calendar month at 9:30 a.m. unless other determination is made due to availability or need. The monthly meetings will rotate between group locations.¹
2. District IV meetings are closed, and AA Service Manuals are recommended for those attending.
3. District IV meetings will include General Service Representatives (GSRs) from such District IV Alcoholics Anonymous groups or their alternate, an elected District Committee Member (DCM) to chair meetings, an elected treasurer, an elected secretary, and committee chairpersons for the district committees. All members of Alcoholics Anonymous are welcome to attend district meetings.
4. District IV meetings are non-smoking.
5. Routine district Business items are as follows:²
 - a. Agenda
 - b. Treasurer's Report
 - c. Previous Meeting Minutes
6. The minutes are to be e-mailed to the district officers, district committee chairs, and GSR's and other groups or members as needed to communicate business. The e-mails should occur prior to the next District IV meeting.
7. Business can be presented from the floor at any district meeting and can be put on the next district meeting agenda or voted on at the same meeting when deemed prudent.

B. Voting

1. The following are voting member of District IV:
 - a. General Service Representative or Alternate General Service Representative from District IV Alcoholics Anonymous group.
 - b. District IV Officers: Secretary, Treasurer, LCM and Alter. DCM (unless serving as chair).
 - c. District Committee Chairpersons
 - d. Services positions for District IV representing the Hotline, Webmaster and Event Planner (these positions only have voting authority in District IV monthly meetings).
 - e. The District Committee Member (DCM) is a non-voting member and serves to chair the District IV meetings. The DCM will cast a vote only in order to break a tie.
 - f. Each voting member shall have only one vote (even if serving in the two of the above listed positions).
2. A quorum will be the number of voting members present (voting must be in person. No proxy votes counted) , provided notice of the meeting has been given.
3. The District Guidelines may be amended only by a two-thirds majority vote.

C. Officers

1. Officers of District IV (to be considered the following must have 2 years minimum continuous recovery to stand or be nominated) are:
 - a. District Committee Member (DCM)
 - b. Alternate District Committee Member (Alt-DCM)
 - c. Local Committee Member (LCM)
 - d. Secretary (Alt Secretary only when acting as Secretary)
 - e. Treasurer (Alt Treasurer only when acting as Treasurer)
2. Responsibilities of the Officers:

¹ Change: District IV meeting location from the Lubbock Group to a rotating schedule between group locations.

² Change: Business Items changed to item 5 and list became a, b & c.

- a. Attending District meetings is the duty of all officers, committee chairpersons, and alternates.
- b. Responsibilities of the District Committee Members (DCM)
 - 1. Conduct all District IV meetings.
 - 2. Attend Area Assemblies.
 - 3. Give report of activity at all Area Assemblies at the next District IV meeting.
 - 4. Maintain contact with the Area Delegate.
 - 5. Report to the district on business conducted at the Area Assemblies, General Service Functions, and other AA service functions.
 - 6. Report to the district information provided by the Area Delegate.
 - 7. Prepare and Mail/email the meeting agenda to the district officers within ten days of the district meeting.
 - 8. Appoint ad hoc committees.
 - 9. Appoint committee chairpersons, except finance committee chairperson, 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. Travel to District IV groups to inform them of district, area General Service Conference, Alcoholics Anonymous World Services (AAWS), and Grapevine information.
 - 12. Appoint committees as necessary to provide workshops to District IV 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 the DCM's absence.
 - 2. Can and is encouraged to travel to District IV groups to inform them of district, area General Service Conference, AAWS and Grapevine information.
 - 3. Assist DCM as necessary to provide workshops to District IV A.A. groups about basic topics (service, tradition, sponsorship, etc).
- d. Local Committee Member (LCM)
 - 1. Visit groups in the outlying communities to encourage participation in District IV 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 (Due to business needs), Publish and email meeting minutes no later than ten business days prior to the district meeting. Maintain and distribute a current contact list of all District IV AA groups, GSRs, officers and standing committee chairpersons quarterly. The list needs to include current e-mails and phone numbers.
 - 2. Maintain district guidelines along with an updated list of approved actions indexed by date of motion and approval. Records need to be present at each District IV meeting (electronic is acceptable) for reference needs.
- f. Alternate Secretary
 - 1. Conduct duties of Secretary in Secretary's absence.
- g. Treasurer
 - 1. Receive contributions from groups and other AA sources.
 - 2. Maintain records of monies received and disbursed.
 - 3. Maintain bank accounts, including District IV Literature Depot with signature card signed maintained at the bank signed by the treasurer and alternate treasurer.
 - 4. Co-signature and access on the bank account(s) for the District IV Literature Depot.
 - 5. Deposit receipts and make all proper disbursements.

6. Present a printed accounting at each district meeting, i.e. contributions/expenses, and include current copies of bank statement(s).
7. Finance Committee members will be appointed each January by the Treasurer. (See attachment (A) for budget estimates to be amended as needed). Finance Committee will prepare a budget each February and present to the district for approval in March.
 - a. Attachment A should contain a projected budget for Harvest Moon Celebration, projection for Caprock Convention Raffle, storage and \$200 for each of the 6 avenues of service committee chair expenses.
- h. Alternate Treasurer
 1. Conduct duties of the Treasurer in Treasurer's absence.

D. General Service Representatives

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

1. It is suggested that GSRs should have at least two years of continuous sobriety, be familiar with the AA Service Manual, the Twelve Traditions, and the Twelve Concepts for World Service.
2. All District IV General Service Representatives (GSRs) are full voting member 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 lists and AA directories within two weeks of any change of information.
4. GSRs are asked to report back to their group the activities of the district meetings.
5. GSRs will be asked on occasion by the DCM or District to interpret their group conscience on matters to be considered.

E. Standing Committees

The standing committees represent a most important activity of District IV... to carry the message to the still suffering alcoholic as defined in the AA Service Manual.

1. The permanent committees of District IV are:
 - A. Cooperation with the Professional Community
 - B. Correctional Facilities
 - C. Grapevine / La Vina
 - D. Literature
 - E. Public Information
 - F. Treatment and Accessibilities
 - G. Website
 - H. Hot Line
 - I. Event Planner
 - J. Finance
2. Each District IV Committee should consist of a chairperson and a workable number of committee members.
3. Duties of the Committee Chairpersons shall be:
 - A. Attend district meetings.
 - B. Serve as a point of information for the groups in the district.
 - C. Visit, inform, and encourage groups in the district to establish their own committees.
 - D. Present a report of their committee's activities and expenses at each district meeting.
 - E. Maintain material for their committee and bring displays of the materials to the district as requested.
 - F. Conduct workshops for district when requested.

- G. Create and maintain contact with the corresponding standing committee chairperson of the Groups, the Area and the General Service Office.
- H. Invite and encourage attendance of corresponding group committee Chairpersons at the district meeting.
- I. Attend area assemblies as often as possible.
- J. Obtain and be familiar with their committee's General Service Workbook and implement some or all of the suggestions.
- K. Request contributions from AA groups and members to help defray the cost of the committees' expenses. Such funds should be earmarked for specific committees and accounted for separately on the monthly treasurer's report.
- L. The committee chairperson should operate the committee within the constructed annual budget of District IV.
- M. Qualifications for the Committee Chairpersons are suggested to include a reasonable length of sobriety (1 year) and the time, energy, and desire to serve the district well.

F. Elections

1. Nomination will be held in October of each odd year with Election conducted in November, District IV will hold elections by Third Legacy Procedure (see AA Service Manual) for the following:
 - A. District Committee Member (DCM and Alternate District Committee Member (Alt DCM)
 - B. Local Committee Member (LCM)
 - C. Secretary and Alternate Secretary (contingent on needs or necessity)
 - D. Treasurer and Alternate Treasurer (contingent on needs or necessity)
 - E. Alternate Treasurer (contingent on needs or necessity)
 - (1) Election of all officers can be by written ballot.
 - (2) The terms of the officers and standing committee chairpersons shall be for two years beginning January 1st.
 - (3) All members of the district shall be eligible for election to district offices. Nominations will also be accepted from the floor.
2. Qualifications for officers are suggested as:
 - A. District Committee Member and Alternate: Background in AA service work including serving as GSR; a reasonable length of sobriety (2 years); the time, energy, and desire to serve the district well.
 - B. Local Committee Member: Reasonable length of sobriety (2 years); the time, energy, and desire to visit district AA groups; a sense of persuasiveness.
 - C. Secretary and Alternate: Reasonable length of sobriety (2 years); the time, energy, and desire to serve the district well; business experience (if possible) and a sense of order.
 - D. Treasurer and Alternate: Reasonable length of sobriety (2 years); the time, energy, and desire to serve the district well: accounting experience (if possible) and a reputation of transparency.
3. The district shall conduct an election for the uncompleted term of any office vacated. If the vacancy occurs within the last for 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 chairperson from office.
2. Removal shall be by written ballot. A two-thirds majority of voting members present is required.
3. In the event the DCM, committee chairperson or any 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.

F. Financial Matters

1. In practicing the Seventh Tradition of Alcoholics Anonymous, District IV shall be self-supporting through contributions of District IV AA groups and members.
2. The prudent reserve will be \$ 3,000.00.
3. Reimbursement for service expenses:
 - A. The DCM or Alternate DCM will be reimbursed adequate funds to cover expenses (gas, hotels and meals) per event for attendance to Area Assemblies. If for any reason the District IV funds fall below prudent, a discussion and or vote should be considered before travel takes place.
 - B. The District Officers and Committee Chairs will be reimbursed for necessary district meeting expenses including travel, printing, etc. with prior approval of DCM and Treasurer.
4. District treasury funds are to be used only for AA 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 expense.
6. District IV will not reimburse travel for out-of-town speakers without prior approval of the district.

G. Literature Depot

1. Purpose: to maintain a permanent stock of conference approved literature including books and pamphlets.
2. Depot overseer is appointed, with literature committee approval, by DCM.
3. Requirements:
 - A. Maintain conference approved materials and have it available for groups.
 - B. Provide available free material to groups in District IV.
 - C. Maintain financial responsibility of Depot including bank account and accounts receivable.
 - D. Provide monthly financial report.
 - E. Available space of the 10' x 10' to house materials and room for files.

H. Revisions from updated ad hoc committee approved 11/12/2022:

1.	Pg. 1	Added	"J" Revision Section to the Guidelines
2.	Pg. 2, A-1	Added	", unless other determination is made due to availability or need."
3.	Pg. 2, A-2	Changed	The meeting location changed from St Christopher's Episcopal Church, located at 2807 42nd Street to 4234 Boston Avenue, Lubbock, TX.
4.	Pg.2, A-2	Stricken	"The second Saturday of each month unless other determination is made due to availability or need."
5.	Pg. 2, A-7	Added	Business can be "put on the next district meeting agenda or" voted on at the same meeting.
6.	Pg 2, B-1-b	Added	LCM added
7.	Pg 2, B-1-e	Added	Closed parentheses
8.	Pg 2, C-1-c	Added	c. Local Committee Member (LCM)
9.	Pg 3, C-2-b-9	Added	after chairpersons. ", except finance committee chairperson,"
10.	Pg 3, C-2-b-12	Added	12: "Appoint committees as necessary to provide workshops to District IV A.A. groups about basic topics (service, traditions, sponsorship, etc.) At least two workshops should be conducted each year."

11.	Pg 3, C-2-c-3	Added	3: "Assist DCM as necessary to provide workshops to District IV A.A. groups about basic topics (service, tradition, sponsorship, etc.)"
12.	Pg 3, C-2-d	Added	D: "Local Committee Member (LCM) 1) Visit groups in the outlying communities to encourage participation in District IV as well as carry information on the district and area events and Alcoholics Anonymous as a whole."
13.	Pg 3, C-2-e-1	Changed	mail to "email"
14.	Pg 3, C-2-e-2	Changed	mailing to "contact"
15.	Pg 3, C-2-g-3	Changed	bank account to "accounts"
		Added	"including District IV Literature Depot"
		Changed	bank sig card signed by "treasurer and alternate treasurer"
16.	Pg 4, C-2-g-7	Added	7.) Finance Committee members will be appointed each January by the Treasurer. (See attachment (A) for budget estimates to be amended as needed). Finance Committee will prepare a budget each February and present to the district for approval in March. A. Attachment A should contain a projected budget for Harvest Moon Celebration, projection for Caprock Convention Raffle, storage and \$200 for each of the 6 avenues of service committee chair expenses.
17.	Pg 4, C-2-g-7	Stricken	7.) Prepare and present a budget each January to the district for Members of the budget committee are to include current Treasurer, most recent past-Treasurer, current DCM and most recent past DCM, along with alternate Treasurer. (see attachment (A) for budget estimates to be amended as needed) (Attachment A should contain a projected budget, projected budget for Harvest Moon Ball, projection for Caprock Convention Raffle, church, Stenocall, storage and \$100 for each of the 6 avenues of service committee chair expenses).
18.	Pg 4, E-1-f	Changed	Treatment Facilities changed to Treatment and Accessibilities
19.	Pg 4, E-1-h	Changed	Changed to "Hot Line" by approval of District IV on 05/14/2022
20.	Pg 4, E-1-j	Added	j. Finance
21.	Pg 4, E-1-j	Stricken	Literature Depot
22.	Pg 4, E-3-4	Stricken	the word "written"
23.	Pg 5, F-1	Added	b. Local Committee Member (LCM)
		Combined	All elected positions and alternate onto one line item

24.	Pg 5, F-2-a	Added	the words “and Alternate” after District Committee Member
25.	Pg 5, F-2-b	Added	b. Local Committee Member: Reasonable length of sobriety (2 years); the time, energy, and desire to visit district AA groups; a sense of persuasiveness.
26.	Pg 5, F-2-c	Added	the words “and Alternate” after Secretary
27.	Pg 5, F-2-d	Added	the words “and Alternate” after Treasurer
28.	Pg 5, G-2	Added	the words “present” after voting members
29.	Pg 6, H-2	Changed	\$2,000.00 to “\$3,000.00”
30.	Pg 6, H-3-a	Added	the words “or Alternate DCM” after DCM
31.	Pg 6, H-3-b	Added	the words “and Committee Chairs” after District Officers expenses need Prior approval of DCM and Treasure
32.	Pg 6, I-2.	Added	the word “literature” in front of committee