DISTRICT IV

OF SOUTHWEST TEXAS AREA 68

PROCEDURES & GUIDELINES

LAST REVISED ON: March 18, 2023

DISTRICT IV SECRETARY

1. Secretary should Attend all District meetings and take written minutes. Any motions should be recorded as worded. It is Recommended, but not necessary, that District Meetings should be audio recorded to account for accurate minutes.
2. In the event that the Secretary is unable to attend District Meeting, they will be responsible for delegating a district committee member to act in their behalf to present district minutes from previous meeting and perform other secretary duties.
3. A Typed Copy of District Minutes will be distributed 2 weeks prior to next district meeting via e-mail to each District Committee Member and each Group GSR. A motion shall be made and seconded for approval of minutes and following District Meeting.
4. A Printed and Current Updated Copy of the Procedures and Guidelines shall be on hand at every District Meeting. Secretary will email a copy of the current and updated copy of Guidelines to every GSR and District Committee Member each February in order for the AA Members to bring possible amendments to the March District meeting. Following any possible amendments, The District Secretary is responsible for updating procedures and guidelines and distribute updated Guidelines accordingly.
5. Provide a hard copy of minutes at District meetings. Keep hard copy of approved minutes along with hard copy of approved treasurer's report.
6. Keep a current list of the names and addresses and email addresses and phone numbers of all District 4 GSRs and District Committee Members and Committee Chairmen.
7. Provide Area Registrar with updated list of GSRs from District 4.
8. Distribute a copy of the minutes to the Area Committee: i.e., Delegate, Alternate Delegate, Area Chairman, and Area Alternate Chairman.
9. Send an email of the current minutes to the District Newsletter Chairman and the Area Newsletter Chairman so they may have the most updated news of District 4.
10. Assist the District Newsletter Chairman by providing a synopsis (key points/brief summary) of the District 4 meetings so it could be covered in the current newsletter.
11. Remind all AA groups in District 4, two weeks prior, of the upcoming meetings! This may have to 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.
12. All District Secretary's expenses mailings, office supplies, etc. are to be provided for by the districts' treasury. Secretary must provide receipts to Treasurer.
13. The District Secretary, along with the District Treasurer and the current DCM, will be on the signature card for the district treasury at a banking institution of the district's choice.

**Please note: A two-thirds majority vote of District Committee Members and Group GSR's is required to amend Secretary Procedures.

DISTRICT IV TREASURER

1. All monies collected and expensed should be reported to the district at every district meeting:
   a. By each Group's Donation
   b. By each District Meeting's 7th Tradition Collection
   c. By each Picnic entity (i.e., raffles, 7th Tradition, cake walk, etc.)
   d. By each Area Event hosted
   e. By individual expenses (be specific in details of expenses for individuals)

2. ***Provide a written report at each District meeting of Income and Expenses and Bank Balance. Distribute copy of report 2 weeks prior to district meeting via e- mail to all Committee Members and Group GSR's. Bring hard copies of report for the District Secretary and other committee members to the next district meeting. Motion shall be made and seconded for approval of report.

3. Make District aware of upcoming expenses and needs.

4. Keep in touch with groups by reminding the groups that all District expenses are for AA Service Work. Treasurer should be willing to encourage group participation by asking groups in District 4 for 7th Tradition contributions to the District.

5. District Treasurer, along with District Secretary and DCM, will be on the signature card for the District treasury, at a banking institution of District's choice.

6. Expense Procedures:
   a. DCM or Alternate DCM to attend all Area Assemblies held 4 times a year (usually in January, April, July, October).
      District will pay expenses of:
      - Mileage at .35 cents per mile round trip
      - Hotel room rates per night (Friday & Saturday nights)
      - Meals not to exceed $125.00 for the entire weekend.
      - DCM or Alternate DCM is required to provided receipts for all expenses to the Treasurer.

   b. At November District Meeting, District will vote on which new Committee Chair will be attending the January Assembly. District will send one Committee Chair only if funds are available. This privilege is reserved only once per person.
      District will pay expenses of:
      - Mileage at .35 cents per mile round trip
      - Hotel room rates per night (Friday & Saturday nights)
      - Meals not to exceed $125.00 for the entire weekend.
      - Committee Member is required to provided receipts for all expenses to the Treasurer

   c. Treasurer should encourage ride and room sharing, where possible, to save money.

   d. District Funds for Workshops and Conventions and Picnics have been used to offset some of the expenses of supplies and food; but it is better to have the food chairman encourage group and members to sponsor the supply of these hospitality rooms and events.

   e. District Expenses from Workshops and Conventions may be offset by raffles and sales of AA literature and hospitality rooms at these events.

f. All Funds requested from any District Committee Chairmen must be voted on at District Meetings.

g. District Meeting will be held on a rotating basis between Groups in District 4. Each Hosting Group is to be reimbursed from District funds taken from the 7th Tradition Basket passed at Hosting Groups' District Meeting. Reimbursements will be 10% of that 7th Tradition Basket or $5.00, whichever is more.

h. The District Treasurer will send $75.00 to Area and $75.00 to GSO quarterly from the District Treasury.

**Please note: A two-thirds majority vote of District Committee Members and Group GSR's is required to amend Treasurer Procedures.

DISRICT COMMITTEE MEMBER (DCM) GUIDELINES

The district committee member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the district committee, made up all the G.S.R.s in the district, the D.C.M. is exposed to the conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee.

A.A. Service Manual 2010-2011 Edition, Pg 531

1. QUALIFICATONS:

a. The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities.
b. If the person chosen is a current G.S.R. a new G.S.R should be elected to fill his or her position.
c. A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
d. He or she also needs to have the time and energy to serve the district well.

2. DUTIES:

The DCM's job is primarily that of two-way communication. The D.C.M.:

a. Regularly attends all district meetings and area assemblies.
b. Receives reports from the groups through G.S.R.s and through frequent personal contact with groups in the district.
c. Holds regular meetings of all G.S.R.s in the district.
d. Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
e. Assists the delegate in obtaining group information in time to meet the deadline for
f. A.A. directories.
g. Keeps G.S.R.s informed about conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally inviting the delegate to regular district meetings.
h. Make sure the G.S.R.s are acquainted with the A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service manual.
i. Helps G.S.R.s, make interesting reports to groups, and encourages them to bring new A.A. members to service events.
j. Keeps groups informed about Conference-approved books and pamphlets.
k. Organizes workshops and/or sharing sessions on service activities.
l. Regularly keeps in touch with the alternate D.C.M. and the delegate.
m. Brings traditions problems to the attention of the delegate.
n. Makes a practice of talking to groups (new and old) on the responsibilities of general service work.

3. TERM, ELIGIBILITY, AND ELECTIONS PROCEDURES:

a. The D.C.M.s term of office is two years, coinciding with the terms of the delegate, committee officers, and the G.S.R.s
b. D.C.M.s are general elected in the fall (September of odd number years). The election should take place after the G.S.R. election and before that of the area delegate.
c. The committee member who is finishing a term (outgoing D.C.M.) sets up the election meeting and notifies all newly elected and outgoing GSR's
    i. Election is generally by a show of hands, with a majority needed to elect. Only one vote from each group in attendance is allowed. For the Election of District Committee Members: Each current sitting District Committee Member shall have one vote and each group in District 4 shall have one vote

4. ADDITIONAL RESPOSIBILITIES AND NOTES:

- Expenses for Area Assemblies: see Treasurer's responsibilities for reimbursements of expenses.
- Provide a D.C.M. report or comments to the newsletter chairperson approximately two weeks in advance of deadline.
- Review and approve the District IV Newsletter before it is printed
- Review and approve the District IV Directory before it is printed.
- Be main contact for Area Chairperson if District is Hosting an Area Event.

ALTERNATE DISTRICT COMMITTEE MEMBER (ALTERNATE-DCM) GUIDELINES

1. Qualifications and Duties are, for the most part, the same as the DCM's Guidelines.
2. Most important for the Alternate DCM; is to be at District Meetings and Events and Assist the DCM in reaching out to the groups in District IV.
3. Be willing to go to Area Assemblies and District Events to fulfill the role of DCM, if the DCM is not available.
4. Be willing to step into the DCM role if the DCM is no longer able to fulfill their duties and needs to resign their service commitment.

**Please note: A two-thirds majority vote of District Committee Members and Group GSR's is required to amend DCM and Alternate DCM Guidelines and Procedures.

DISTRICT IV COMMITTEE CHAIRMEN GUIDELINES

(Correctional Facilities Chair, Public Information/Cooperation with Professional Community Chair, Literature Chair, Newsletter Editor, Grapevine Chair, Directory and Web-Master Chairman)

1. **Every District Committee Chairman's Primary Goal is to Serve the Groups in District IV. This Goal is achieved by including each Group's own corresponding chairman into District activities. We are here to assist and serve the groups of District IV. When making a report of Service activities it is extremely important that inform the district of the individual Group's Committees and how we have assisted them. (For Example: The District PICPC Chairman calls/visits the Browntowner's PI/CPC chairman and asks them how District can be of service. The Group Chairman informs the District Chairman the need for more communication with the Probation Office. The District PI/CPC Chairman then assists the Group Chairman with locating corresponding literature or actually goes with the Group Chairman to visit the local probation office.) Once again, we are here to assist the groups in what they need to better carry the message to the still suffering alcoholic. The Group's Chairmen are the voice of the District's Corresponding Committee.**

2. **FUNDING & WORKSHOPS:**
    a. A Committee Chairman must go to a District Meeting to inform District of a need for Funding or Scheduling a Mini-Workshops.
        i. The District Members (consisting of the DCM, GSRs, District Secretary and Treasurer and Committee Chairpersons) must be informed of and vote on:
            1. Requests by the Committees of any expenses
            2. Scheduling a Mini-Workshop involving District
    b. If a committee member is in need of funds for literature, etc. and a District Meeting is not timely, the Committee Member is encouraged to call the DCM to request an emergency Steering Committee Meeting. The Steering Committee will consist of the DCM, The Alternate DCM, The Secretary and The Treasurer. The Steering Committee has approval to make emergency expenditures, on a case-by-case basis, up to $500.00. Prudence, being the watchword.

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 expense of attendance at Area functions by the DCM first, then by the District Chairperson for the one meeting a year, and 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 from AA Members; however, please inform the groups that since the District funds all of the committees equally, the groups' contribution 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. **COMMITTEE CHAIR 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 Facility.
    b. Attendance to 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 a group needs information or assistance with a particular problem involving a facility, etc.

c. Attendance at all Area Meetings is encouraged, at the committee members own expenses. 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 chairman of your particular committee; thus, linking the service structure. If you are going to an Area Assembly or Workshop, at the District's expenses, it is a requirement to attend as many workshops or meetings as possible; we are there to serve the groups in District IV, not on a paid vacation.

5. COMMITTEE CHAIR COMMUNICATION & RESPONSIBLITIES:

a. This is a 2-year Term – When your term is completed, the District asks that you continue to attend and support the District Meetings, but most importantly, pass on to your incoming replacement, the experience, strength and hope you have obtained in that position of service.
b. Report activities and projects of the Committee at District Meetings. If you cannot be present, appoint an alternate to give your report.
c. Be sure that the District Secretary and DCM have your correct name and address, phone number and email address.
d. All Fliers for upcoming events must be sent to the DCM 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-workshops, may not require a vote each time the Committee is going to do something, however, it is best to check with the DCM for cooperation and input.
e. It is the "job" of the DCM and GSRs to assist and encourage each Committee, by informing their groups that these Committees exist and make their services know to their groups. However, it is your responsibility, as each District Committee Chairmen to make sure the District Fellowship knows you and how your committee is there to serve each group's needs.
f. Encourage Groups and Individuals to Contribute used "Grapevines" to District for Committee use.
g. Make use of all the Pamphlets available from GSO.
h. Every chair person is responsible for distributing committee related correspondence.

6. COMMITTEE CHAIR REPORTS TO DISTRICT AT EACH DISTRICT MEETING:

a. Reports to District should be CONCISE/BRIEF and informative:
    - What the Committee is doing
    - What the Committee is planning
    - What are the Committee needs
    - Where the Committee meets and how often
    - Name, address and phone number and email of the Committee Chair
    - If a Committee Member wants to submit an article for the Quarterly District Newsletter the above bullet points could be used as guidelines.

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend Committee Chairmen Procedures

DISTRICT IV CORRECTIONAL FACILITIES CHAIRMAN

1. **FOCUS of CFC CHAIRMAN:**
   a. Work with CFC Committee in District 4, i.e., CFC chairman of each group in District 4 is on your committee. You work for them.
   b. Assist in scheduling meetings being carried into institutions
   c. Provide literature as needed.
   d. Have a working relationship with Wardens, Majors, Captains, Chaplains and Counseling Services at each facility located in District IV.
   e. Assist AA members with information how to be approved for taking meetings into facilities as a TDCJ approved Volunteer. (Know when the next "class" will be available to get approved)

2. **FUNDING:**
   a. If District CFC chair is in need of purchasing literature it must be brought before the District for approval.
   b. CFC Chair must present a proposal which includes a list of the literature and the cost of total purchase. If approved the District Literature Chair will place the order from GSO.

3. **OTHER PROCEDURES:**
   a. Keep a list of Group's CFC contacts and TDCJ Approved Volunteers.
   b. Maintain communications with correctional facility contacts within the district
   c. Keep TDCJ applications on hand.
   d. Coordinate with group CFC contacts on scheduling of volunteers into facilities
   e. Work with other committees, such PI/CPC
   f. Work within the Traditions: Each CFC Committee volunteer should comprehend the Traditions, so as to avoid problems with correctional personnel.
   g. Know the needs in the District Groups (i.e., literature and volunteers)
   h. When requested of the CFC Chair, they should be able to set up and give presentations sessions with correctional professionals and other presentations for offenders (consult the CFC workbook produced by GSO)
   i. Be able and willing to set up workshops, so as to take a look at local needs, opportunities and attitudes.
   j. Reports given to District at each District Meeting on the CFC Committee Service Work. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines – Page 8.
   k. CFC Chairman should be willing (if able) to attend the SWTA 68 CFC Workshop on their own expense. If not able to afford to attend, CFC Chairman should propose that the District cover the expenses; if funds are available.

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend The Correction Facilities Chairmen's Procedures.

DISTRICT IV NEWSLETTER EDITOR & NEWSLETTER

1. **FOCUS of NEWSLETTER & NEWSLETTER EDITOR:**
   a. To Inform the AA Community of matters pertaining to the Service Structure of AA, i.e., The District, The Area and GSO and The Home Group
   b. The information provided should be timely and Correct!!!
   c. To Include as many District IV Group's information in the quarterly newsletters as possible. The more the Editor reaches to the groups for input and information, the more the Groups know they are being served by District IV.

2. **FUNDING:**
   a. The District Treasurer must be informed and reminded of upcoming newsletter expenses so that those monies may be set aside in advance for the quarterly newsletter.
   b. Expenses must be kept to a minimum by volunteer time and expertise of the District Editor and whatever committee the Editor may form.
   c. The cost of printing the newsletter should be kept below $125.00 per quarter. Using color printing on the front page and black and white printing on the back page. DCM will need to take at least 100 copies to the Area Assemblies & Workshops. If the Cost is more, contact the DCM for the request of more funds. At least 25 copies should be brought along with the Editor to the District Meetings.

3. **FORMAT OF NEWSLETTER:**
   a. The Name of the Newsletter is "The District IV News"
      - This is to distinguish that it is a District Newsletter and to avoid confusion with any other service entity, i.e., "Keep it Simple" or "SWTA 68 News"
   b. The letters "AA" should be somewhere in the Newsletter.
   c. Each Quarterly Newsletter must state the following: This Newsletters Focus is to To Inform the AA Community of matters pertaining to the Service Structure of AA, i.e., The District, The Area and GSO and The Home Group
   d. Each Quarterly Newsletter must inform the reader: "This is a Confidential Document"
   e. Quarterly Newsletter must be presented in "Newsletter -Block Form" as to be appealing to the reader. Bordered Blocks enable easy, concise reading. Each "Section" has its own bordered box. Following are suggestions for ideas to be included in Newsletter:
      - Ask it Basket – Where Members posts questions to Editor to be answered thru AA literature research by DCM Committee Members. Questions may be those issues, which are being discussed at Area or District Meetings pertaining to Traditions or the Service Structure or items presented via the Area Delegate, etc.
      - Ask Readers to submit ideas on materials they would like to see included in Newsletter
      - DCM Report and/or Greetings to District must be included in Newsletter (Editor must obtain a brief report of their function and needs of their District. Section to be called: "DCM Comments"
      - Calendar of Upcoming District IV Group, District IV and Area 68 Events, must be included.
      - Committee Reports: Each Committee may submit a brief report of their activities, where they meet, future plans, and how to reach the Committee Chairpersons. (Also see #6 in Committee Chairman Procedures)
      - District Meeting Minutes/Notes: Pertaining to the last District IV meeting minutes prior to publication – synopsis submitted by District IV Secretary.
      - Oldtimers/Long-timers Birthdays within the Quarter – This will require the Editor to make a call to the GSR's of each Group to obtain a list of upcoming Birthdays of Members who have 20+ years.
      - A deadline for the upcoming newsletter must be provided in each edition so that readers are able to submit questions or committee reports in a timely fashion.

4. OTHER EDITOR PROCEDURES:

a. The District Newsletter Editor's most important duties are to get timely, correct information to ALL District 4 AA Members; therefore, one of the Editor's requirements is to obtain as many email addresses from AA Members within ALL Groups of District IV. This is to insure a more informed AA Community.
b. The DCM and District Secretary MUST proof the District Newsletter prior to printing and emailing out final copy.
c. The Newsletter is a quarterly publication: Publications should be printed before each Area Assembly (usually held in January, April, July and October). District IV's Quarterly Newsletter must be completed and sent to SWTA 68 Area's Newsletter Editor prior to Area 68's upcoming Assembly. Therefore, it is advisable that the District Newsletter Editor be in contact with the Area Newsletter Editor on a timely basis.
d. The District Editor may set the deadline for articles; as to produce a timely newsletter to be printed and distributed at Area 68 Functions.
e. Each Quarterly Newsletter will be distributed by email and in printed hard-copy at District Meetings. The DCM will require 100 printed hard-copies to take to Area Assemblies and to groups that cannot attend District Meetings.
f. Attend all District Meetings and give a report on the Editor/Newsletter Progress. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines – Page 8.
g. Editor will need to have several printed copies of current and past newsletters on hand for every District Meeting.
h. Editor will need an original hard-copy to be submitted every quarter to the Secretary for archival purposes to be attached to current District Minutes.
i. Editor will need to email quarterly District IV newsletters to the following:
    - All District IV Committee Members
    - All District IV GSR's
    - As many AA Members in District IV as possible
    - SWTA 68 Area Delegate
    - SWTA 68 Area Alternate Delegate
    - SWTA 68 Area Chairman
    - SWTA 68 Area Alternate Chairman
    - SWTA 68 Area Newsletter Editor

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend The Newsletter Chairmen's and Newsletter's Procedures.

DISTRICT IV GRAPEVINE/LA VINA CHAIRMAN

1. **DUTIES OF GRAPVINE/LaVINA REPRESENTIVE**:

   a. The District IV Grapevine Rep. should inform the Groups and AA Members of the importance and uses of the Grapevine Magazine. Encourage Groups and members to purchase an annual subscription.
   b. Contact Groups Grapevine and LaVina Reps. Introduce yourself and let them know you are available to assist them in any way. We assist the groups.
   c. Stay up to date on what is going on in Grapevine and LaVina by reading the magazine
   d. Familiarize yourself will all the literature available from the Grapevine. There are lots of books and calendars and other items available. You never know when someone is in need of that specific book and you will know how to direct them to order it.
   e. Be available to speak to the groups if asked.
   f. Attend Grapevine/LaVina workshops when possible
   g. Read the Service Manual on Grapevine/La Vina and encourage the group's Grapevine/LaVina Representative do the same
   h. Attend all District Meetings and give a report on your Grapevine/LaVina Committee Service Work. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines – Page 8.

2. **FUNDING:**

   a. If District Grapevine/LaVina Chair is in need of purchasing literature it must be brought before the District for approval.
   b. Grapevine/LaVina Chair must present a proposal which includes a list of the literature and the cost of total purchase. If approved the District Literature Chair will place the order from GSO or Grapevine.

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend The Grapevine/LaVina Guidelines.

DISTRICT IV PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRMAN (PI/CPC)

1. FOCUS of PI/CPC CHAIRMAN:

a. Work with PI/CPC Committee in District 4, i.e., PI/CPC chairman of each group in District 4 is on your committee. You work for them. Attend meetings at District IV AA Groups and Introduce yourself. Find out who is serving in the PI/CPC servant's position. Offer your assistance.
b. Be versed in all AA Approved Pamphlets. Know what literature is best suited for the general public.
c. Provide Literature if needed.
d. Assist AA members with what literature is best suited for public information and work with professional community. Remember, we work for the Groups. The job is one of encouragement and assistance.

2. FUNDING:

a. If District PI/CPC chair is in need of purchasing literature it must be brought before the District for approval.
b. PI/CPC Chair must present a proposal which includes a list of the literature and the cost of total purchase. If approved the District Literature Chair will place the order from GSO.

3. OTHER PROCEDURES:

a. Keep a list of District IV Group's PI/CPC chairmen. They are on your committee.
b. Work with other committees, such CFC
c. Work within the Traditions: Each PI/CPC Committee member should comprehend the Traditions, so as to avoid problems when dealing with the public and professionals
d. Know the needs in the District Groups (i.e., literature and volunteers)
e. When requested of the PI/CPC Chair, they should be able to set up and give presentations sessions with professionals and other PI/CPC Chairmen (consult the PI/CPC workbook/kit and PI/CPC Guidelines produced by GSO)
f. Be able and willing to set up workshops, so as to take a look at local needs, opportunities and attitudes.
g. Reports given to District at each District Meeting on the PI/CPC Committee Service Work. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines.
h. PI/CPC Chairman should be willing (if able) to attend the SWTA 68 PI/CPC Workshop on their own expense. If not able to afford to attend, PI/CPC Chairman should propose that the District cover the expenses; if funds are available.

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend the PI/CPC Chairman Guidelines.

DISTRICT IV WEBMASTER GUIDELINES

1. FOCUS of WEBMSTER CHAIRMAN:

a. To inform the AA community of Current District 4 meeting schedules, contact information and upcoming events thru District IV Website

2. FORMAT:

a. The format and design will be at the discretion of the editor with approval from the DCM. Format and design may change however the following information is required.
   - Must state that it is the District 4 Website.
   - List all groups in district with meeting schedule, contact name and number, group phone with address. – Including the Current District Directory.
   - District 4 phone number
   - Homepage should contain current District Newsletter
   - Events page should contain current upcoming events by uploading flyers for conferences, and upcoming AA events in District 4 and SWTA68

3. FUNDING:

a. There is an annual renewal fee for WIX website builder and the domain name that will need to be communicated to the Treasurer for use of the debit card or reimbursement if personal credit card is used.
b. If there are other fees or costs that might incur, The District Web-Master must present a proposal to the District for Approval.

4. OTHER PROCEDURES:

a. The outgoing District Webmaster will assist the incoming chairperson in updating the website and printing traffic analytics for the first time. The outgoing chairperson will provide login and password information.
b. The Webmaster needs to have an email that is checked regularly linked to the District IV website in order to receive and respond to inquiries from the contact link.
c. Webmaster will need to work with the DCM and Newsletter Editor and District Directory Chair to have current and correct information for web-site.
d. Attend all District Meetings and give a report on the Website Status. Website Traffic Analytics need to be printed or recorded to report at each District 4 meeting. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines – Page 8.
e. The website needs to be updated after every district meeting in order to keep current meeting schedules and upcoming events

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend The Webmaster Chairman Guidelines.

DISTRICT IV DIRECTORY CHAIRMAN GUIDELINES

1. FOCUS of DIRECTORY CHAIRMAN

a. To inform the AA community of District IV group meeting schedules, contact information and group locations.

2. FORMAT:

1. The format and design and color will be at the discretion of the editor with approval from DCM. The Format and design may change; however, the following information is required.
   - Must state that it is the District IV Directory.
   - Must have yearly date, i.e., 1994 – 1995.
   - List of all groups in district with meeting schedule, contact name (no last names) and number, group phone number with physical address of group.
   - List of all District chairpersons (no names – just committee name, i.e., Secretary) with phone numbers or emails
   - Must be printed on a firm card-stock in color.
   - Directory information must protect anonymity of individual AA Members. These directories will be used in a Public Setting – mostly in PI/CPC work.

3. FUNDING:

a. The cost of printing the Directory should be kept below $150 once per year. If the cost is more, contact the DCM and district steering committee.

4. OTHER PROCEDURES:

a. Directory Chairman should encourage all GSR's and District Committee Members to take District Directories to their groups.
b. DCM and District Secretary shall have final approval prior to printing.
c. The District Directory is a yearly publication. It will be completed by January Area meeting each year. If more are needed, Directory Chairman is to let the DCM know or inform the Distict Steering Committee.
d. Directory Chairman should work closely with other District Committees, especially PI/CPC.
e. All updates for the directory will be gathered at the November district meeting or via e-mail. Correspondence and Communication are key to printing an error-free directory
f. Directories for groups will be distributed at Februarys District meeting.
g. Directories for Area will be given to DCM before the April's Area meeting. DCM should take at least 100 directories to this meeting. Please gather up remainder and give back to Directory chairman.
h. Attend all District Meetings and give a report on current Directory. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines – Page 8.
i. The outgoing chairperson will assist the incoming chairperson in completing the first-year directory.

1.

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend The Directory Chairman Guidelines.

DISTRICT IV LITERATURE CHAIRMAN

1. DUTIES OF LITERATURE CHAIRMAN:

a. The District IV Literature Chairman should inform the District and GSR's of the new literature being produced by G.S.O. Or any new changes to the current Literature being offered by G.S.O.
b. Stay informed by utilizing www.aa.org for any new changes or news in our literature.
c. Literature Chairmen needs to be as current on all literature provided by G.S.O. as possible. If anyone in our District or Groups is looking for a particular pamphlet or book, the Literature Chairmen's responsibility is to guide the inquiry toward the proper literature.
d. The Literature Chairman should be prepared to work closely with the Chairmen of the PI/CPC and CFC Committees. These committees are usually in the greatest need of assistance on which literature is most proper for any given situations. Know your Literature!!
e. Attend all District Meetings and give a report on your Literature Service Work and any new literature updates. How have you helped the groups in District IV? If unable to attend, please have one of your committee members come to meeting and give report for you. See District Committee Chairman Guidelines #6 for Report Outlines – Page 8.

2. FUNDING:

a. District IV does not keep any literature on hand or excess literature. All Literature is ordered on a need to have basis. It is the Literature Chairman's responsibility to ordered all literature for all committee chairmen.
b. Each Committee Chairman must present a proposal which includes a list of the literature and the cost of total purchase. If the proposed literature order is approved the District Literature Chair will place the order from GSO or Grapevine.

** A two-thirds majority vote of District Committee Members and Group GSR's is required to amend The Literature Chairman Guidelines.

DISTRICT IV VOTING PROCEDURES

1. **DISTRICT BUSINESS:**
   a. For all business of District, expect election of officers, Current GSR's or their alternates and all District Chairmen, including District Secretary and District Treasurer, may vote. Only one Vote per group within the District.
   b. All voting is based upon a majority vote. However, changes to the District IV Procedures and Guidelines requires a two-thirds majority vote.

2. **ELECTION OF DISTRICT COMMITTEE MEMBERS:**

District Committee Members Include:

- DCM
- Alternate DCM
- Secretary
- Treasurer
- Correctional Facilities Chairman
- Public Information/Cooperation with Professional Community Chair
- Newsletter Editor
- District Directory Chairman
- Grapevine/LaVina Chairman
- Literature Chairman
- Webmaster

a. For the Election of District Committee Members: Each current sitting District IV Committee Member shall have one vote and each group's GSR in District IV shall have one vote.

AMENDING DISTRICT IV'S GUIDELINES & PROCEDURES

1. District Secretary will email Guidelines to all District Committee Members and GSR's the first week of every January. District Committee Members and GSR's have until the end of February to submit proposed changes, amendments or additions to DCM.

2. All Guideline and Procedure proposals will be discussed at the March Meeting.
3. If any changes are made, by a two-thirds majority vote, they will go into effect the following month, i.e., April.

CHECKLIST FOR DISTRICT MINI-WORKSHOPS OR HOSTING AN AREA CONFERENCE OR CONVENTION

1. **MINI-WORKSHOPS & AREA ASSEMBLY INFORMATION**:
   a. Hosting a District Mini-Workshop or Area Assembly is a good way to attract members to service work and to promote unity and an understanding of AA in the Community.
   b. A District Mini-Workshop can be an invitation of an Area Officer (i.e., Delegate, Alternate Delegate, Chairman, Alternate Chairman, or Area Committees' Chairmen) or any experienced AA member to do a presentation at the monthly District meeting or a time set apart.
   c. These presentations may be on any subject about the Traditions, Steps, Service, Group Participation at District, The AA Members' Responsibility, etc.
   d. To Host an Area Assembly, the DCM would contact the Area Chairperson well in advance (a year or more) for consideration of District 4 hosting the event.

2. **DCM CHECKLIST FOR FUNCTIONS**:
   a. Date of the Event
      i. Approach the District and make sure there is cooperation and participation from the groups. We should have as much group participation as possible. If not, reconsider.
      ii. Check with District, Area and Groups to make sure your function does not coincide with any other AA functions.
      iii. Approach the Area Chairman well in advance of your District's desire to host an Area Assembly. (Many Districts approach the Area when the new Area Chairman is elected so the area calendar may be planned on a timely basis – or possibly, the Area Chairman may approach the DCM)
   b. Appoint Committee Chairs for Scheduled Tasks:
      i. Flyer Committee Chair
      ii. Hospitality Room Committee Chair
      iii. Registration Committee Chair
      iv. Raffle Committee
   c. Set the Place and Time:
      i. For 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.
      ii. For Area Assemblies: The DCM may require assistance from other experienced AA members in the community and may wish to work with a committee to find a place to host the event. The DCM must communicate at all times with the Area Chairman in all of the arrangements made about the site that are being considered. Plans for Area Assemblies must begin immediately after receiving the approval from the Area Chairman. Confirmation on the site two years (at the minimum one year) in advance is preferred. A copy of the Contract is sent to the Area Chairman for review. The

responsibility of all debts for an Area Assembly is to the SW Texas Area 68. Sometimes the Area Chairman will sign the contract. That is up to the individual DCM and the Area Chairman.

1. Suggested Checklist for Hotel Accommodations:
    a. Ask Hotel to Guarantee 30-35 Rooms
    b. Coffee should be paid for by AA members – provided for at the Hospitality room or by members' contributions of a set amount at the sign- in desk. The area should come out at least even on this matter
    c. The Hotel will usually throw in a Conference room and Hospitality Room if you guarantee Rooms. Negotiate.
    d. The Area needs at least seven breakout rooms at Area Assemblies. These rooms are for the meetings that take place during the assembly.
    e. Try to get two Conference Rooms free.

3. **FLYER COMMITTEE**
    a. Be sure Fliers are provided well in Advance.
    b. Fliers should have:
        i. Name of Event
        ii. Time
        iii. Place
        iv. Name of City
        v. No last names of Members
        vi. Directional Map
        vii. If pre-registration, something that can be returned to Registration Chairman.
        viii. Hotel information or Group Information
    c. Be sure all District and Area groups receive a Flier (even if they have to be mailed.)
    d. Be sure all Area Intergroups and Central Service Offices receive fliers and put information in their newsletters.

4. **HOSPITALITY COMMITTEE**
    a. 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 AA Members may want to bring a dish.
    b. For Area Assemblies: Allow all District 4 AA groups to contribute and participate. Chairman and Committee should contact groups by phone and by attending group meetings to encourage participation.
        i. 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.

ii. Be sure Hospitality Chairman has a key to the Hospitality Room
iii. A sign with "Room number" and "Hospitality Room" should be placed at several points in the hotel or event center.

5. **REGISTRATION COMMITTEE:**
   a. For Area Assemblies:
      i. Hotel will usually provide a table
      ii. Make sure Registration table has only the Areas' sign-in sheets and other Area Information
      iii. District, Committees, and Groups should make arrangements for their own tables.
      iv. Mark table so that all members know where to sign in.
      v. Some Area Assemblies charge a registration fee to offset expenses of the speakers, etc., but not for an Area Business Meeting. The Area Chairman will let your DCM know (this is usually the Fall Conference). If there is a registration fee, this committee and the flier committee may have to coordinate efforts to make arrangement for pre-registration funds to be received by the District.

SAVE THIS SPACE FOR ANNUAL PICNIC PLANS AND DUTIES:

JUST HAVENT GOTTEN TO THIS YET. BUT WILL HAVE IT to INCLUE IN OUR GUIDELINES BY JUNE DISTRICT MEETING. – AFTER PICNIC. LOL

PS – PLEASE HELP US FIND Grammatical errors. This was a very large undertaking.

SUBMITTED BY AD HOC COMMITTEE:

DAVE K. – CURRENT DCM

STACY J. – CURRENT SECRETARY

ELLEN J. – CURRENT TREASURER

TERRY R. – CURRENT DIRECTORY

HEIDIE M. – PAST DISTRICT COMMITTEE MEMBER