

# **District 7**

# **Policies and Procedures**

Southwest Texas Area 68

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# Preamble

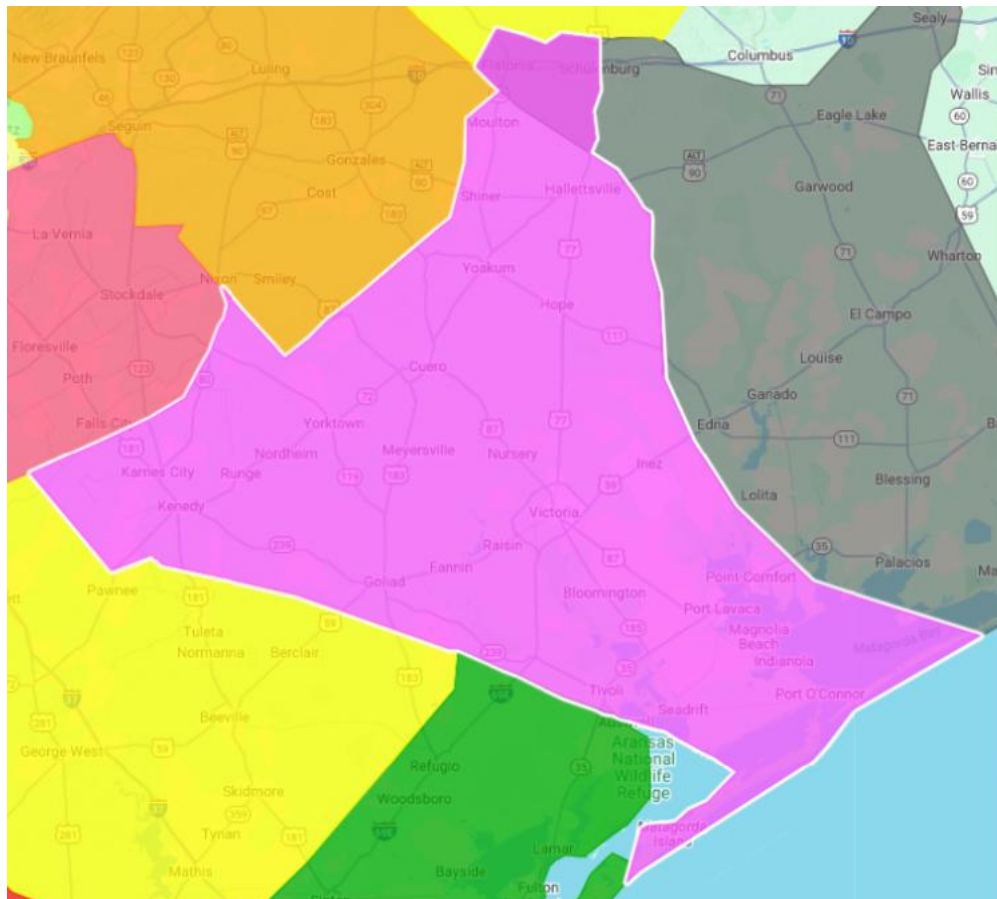
This document of Policies and Procedures (“P&P”) outlines the suggested manner in which District 7 (“District”) goes about conducting its primary purpose of service. The District’s P&P is intended to be in accordance with the spirit of the A.A. Twelve Steps, A.A. Twelve Traditions and A.A. Twelve Concepts.

District 7 is within the Southwest Texas Area 68 (“SWTA 68” or “Area”), is registered with Alcoholics Anonymous World Services, Inc. (“AAWS”), and has an assigned service number of 000003198.

District 7 extends from Karnes City in the West to Palacios in the East and from Schulenburg in the North to Port O’Connor in the South.

The District will strive to serve the A.A. Groups by providing resources, support, and conveying the collective group conscience to the Area.

District 7 supports the autonomy and the privilege of dissent of any A.A. group, and will always be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual.



# Voting Membership

The following shall be the voting members of District 7

- A. General Service Representatives (GSR)
  - In the absence of the GSR, the Alternate GSR carries the vote
- B. Officers
  - District Committee Member (DCM)
  - Alternate DCM
  - District Treasurer
  - District Secretary
- C. District Committee Chairs
  - Correctional Facilities
  - Grapevine and La Viña
  - Intergroup Liaison
  - Public Information and Cooperation with the Professional Community
  - Treatment Facilities

For all voting matters in District 7 there is no absentee nor is proxy voting permitted.

- Absentee: All voting members must be present in order to be entitled to cast a vote.
- Proxy: An individual A.A. member, not carrying an elected position listed above, is not permitted to temporary stand in for voting purposes.

# District Business Meetings

**Frequency:** District 7 Business Meetings (“Meetings”) will be held on or about the 3<sup>rd</sup> Saturday of each month excluding the months when a SWTA 68 Assembly is scheduled.

**Time:** Business meetings convene at 9:30 AM and are usually for a 2 hour duration.

- Some Panels have elected to hold a preceding session to study The A.A. Service Manual; starting at 9:00 AM the day of the District Meeting.

**Location:** District 7 rotates location of its business meetings throughout all groups whom wish to participate in hosting.

- No later than the end of each year, the DCM is encouraged to begin scheduling the upcoming year meeting locations with the GSRs.
- It is important for GSRs to review with their Home Group for an agreement to host on the selected month.

## Agenda

The following outline is meant as an example for District Meeting Agendas. The DCM sets the agenda based on the current needs of the District, the A.A. Groups and the GSRs.

- Host Group/GSR: Leads with the Serenity Prayer and House Keeping
- Introductions: Round the room if time permits
- Sharing Session: Organized by the DCM and Alternate DCM
- District 7 Officers Reports: Secretary, Treasurer, DCM, Alternate DCM
- GSR Reports/Sharing: Brief report on any new items from the Group or changes. Time for asking other GSRs for experience on specific situations
- District 7 Committee Chairs Report/Sharing: Brief report on actions and service opportunities
- Unfinished Business: Open District Service positions, previously postponed business items
- New Business: recommended that all new business be introduced in writing and provide time for the GSRs to review with their groups. Prior to a formal vote or decision taking place, it is important to hold a discussion towards reaching an informed conscience and to support the A.A. principles.
- Close: Next District Meeting

## Voting on a Motion

A quorum is defined as the minimum number of voting members that must be present in order to vote on unfinished business, new business, motions, and Trusted Servant elections.

District 7 has established its' quorum to be of the voting members in attendance at the time such business is presented.

1. A substantial unanimity of a 2/3<sup>rd</sup> approval vote will be required to pass a motion pertaining to the following areas:
  - a. District 7 Finances
  - b. District 7 Policies & Procedures
2. A simple majority vote will pass all other motions

### Minority Opinion

Alcoholics Anonymous Concept V: "Throughout our world service structure, a traditional "Right of Appeal" ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered."

District 7 practices A.A.'s Concept V of minority opinion, which allows those who voted in the non-prevailing to restate their case, and allows members of the prevailing vote majority to carefully reconsider their position.

# Elections

It shall be the responsibility of District 7 to elect a District Committee Member (DCM), an Alternate DCM, District Officers, and the District Service Chairs.

**Month Held:** Elections for DCM, Alternate DCM, Officers and Committee Chairs are to take place during the September District 7 meeting of each *odd* year.

**Rotation:** In observance with the A.A. principle of participation and rotation, and having served a full term, it is recommended no member be elected to the same service position within District 7 more than once.

**Term of Service:** Following the SWTA 68 Panel, the service term begins January 1 of even years and is a 2 year commitment.

## Procedures

### DCM and Alternate DCM

- Elected by the Third Legacy Procedure as outlined in *The A.A. Service Manual*
- A nominating committee shall not be formed
- Nominations of others from the floor is not permitted
- Must be present to stand

### District Officers

- Elected by plurality (majority vote)
- Ask candidates to step outside of the room for voting
- A nominating committee shall not be formed
- Nominations of others from the floor is not permitted
- Must be present to stand

### District Committee Chairpersons and Intergroup Liaison

- Elected by plurality (majority vote)
- Ask candidates to step outside of the room for voting
- A nominating committee shall not be formed
- Nominations of others from the floor is not permitted
- Must be present to stand

## Eligible Voting Members

- For eligibility see Section: Voting Membership
- All Voting Members present shall form a quorum
- There shall be no absentee or proxy voting

## Vacancy of Service Position

If at any time an elected District 7 Trusted Servant is determined unable to fulfill the position term or responsibilities, it is suggested that the DCM be notified as soon as possible.

- The DCM should announce the position opening to the District body at the next District Meeting.
- After notification to the District, the position shall be considered open and elections are to be held during the following District 7 meeting.
- The service term is to begin immediately upon election and ends with the current panel.

If an elected District 7 Trusted Servant is unable to attend more than two (2) consecutive District 7 meetings without arranging for their Trusted Servant or Committee report to be presented at the meeting, the DCM should contact the Trusted Servant in private to discuss the matter.

- The DCM is to report the results of the conversation at the next scheduled District 7 meeting.
- The District 7 voting body shall recommend the appropriate action.

## Notification to SWTA 68

The standing DCM is responsible for notifying (in writing) to the SWTA 68 Registrar of the election results for new GSRs and Alternate GSRs, the newly elected DCM and Alternate DCM, and the District Committee Chairs.

Forms are available from [aa.org](https://www.aa.org) for Groups and Districts to complete with the information required to notify the SWTA 68 Registrar.

- **DCM/Alternate DCM Change Form**
  - F-43 GSO DCM & DCMC Information Change Form: <https://www.aa.org/gso-dcm-dcmc-information-change-form>
- **GSR/Alternate GSR Change Form**
  - F-28 GSO Group Information Change Form: <https://www.aa.org/gso-group-information-change-form>

# Service Position Descriptions

## General Service Representative (GSR)

Supporting Tradition 4, District 7 encourages each group to self-govern according to the 12 Traditions, its own conscience and/or established guidelines. The District promotes communication between groups on matters impacting the common welfare and unity of the fellowship.

The following recommendations are provided as guides to the A.A. Groups and GSRs when considering timing of elections and typical responsibilities carried out by active GSRs.

**Detailed information and resources for Qualifications, Responsibilities, Duties can be found in:**

A.A. Service Manual/Twelve Concepts for World Services: <https://www.aa.org/aa-service-manualtwelve-concepts-world-services>

It is recommended that GSRs and Alternate GSRs be elected by their A.A. Group before the September District 7 meeting.

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Time and ability to attending Group Business Meetings, District Meetings and Area Assemblies
3. Have an email address for communication with District, Area and General Service Office (“GSO”)

### General Responsibilities

1. Actively develop familiarity and application of the Twelve Traditions, Twelve Concepts and the U.S. and Canada Service Structure
2. Attend District 7 meetings – 8 per year
  - a. Be prepared to provide a Group Report
  - b. Review any provided District or Area Business for informed discussion and possible voting
3. Attend SWTA 68 Assemblies – 4 per year
4. Serve as Group contact to District 7, SWTA 68 and GSO
5. Relay information to the A.A. Group received from District, SWTA 68, and A.A. as a whole
6. GSRs are encouraged to gather an informed Group Conscience on items affecting the District, SWTA 68, General Service Conference (GSC), and A.A. as whole
7. Provide the DCM with changes to group information
8. Alternate General Service Representatives are encouraged to attend District meetings and are welcomed to serve on the District 7 Standing Committees

### Additional Resources:

- **General Service Representative (G.S.R.) Kit List:** <https://www.aa.org/contents-general-service-representative-gsr-kit-list>
- **G.S.R. General Service Representative:** <https://www.aa.org/gsr-general-service-representative>



## District Committee Member (DCM)

A DCM has a vital role in general service as they are the voice of the Groups within the District. The DCM is seen as a leader and GSRs often look toward the DCM for guidance in how to be an effective GSR and in serving their groups.

**Detailed information and resources for Qualifications, Responsibilities, Duties can be found in:**

A.A. Service Manual/Twelve Concepts for World Services: <https://www.aa.org/aa-service-manualtwelve-concepts-world-services>

### Qualifications

1. Recommended to have a minimum of four (4) years continuous sobriety
2. Have served a full term as a GSR
3. Beneficial to have served as an Alternate DCM
4. Working knowledge of the Twelve Traditions, Twelve Concepts, and our US and Canada Service Structure
5. Time, energy and ability to attend District Meetings (8) and SWTA 68 Assemblies (4)
6. Have an email address for communication with District, SWTA 68 and GSO
7. Computer literate and have access to a computer and internet
8. Comfortable with technology such as online meeting platforms, google drive, word processing and spreadsheets

### General Responsibilities

1. Prepare the meeting agenda and chair District 7 Meetings
2. Ensure Group and District information is regularly updated
  - a. Fellowship Connection – DCMs have Read-Only access
  - b. Submit change requests to the SWTA 68 Registrar
3. Make sure GSRs are acquainted with service materials such as the A.A. Service Manual and other service related literature
4. Consult with the SWTA 68 Area Delegate when there may be unresolved A.A. Tradition concerns which affect A.A. as a whole
5. General Service Conference (“GSC”)
  - a. Distribute the General Service Conference Final Agenda Items to the GSRs and District once made available
  - b. Notify the GSRs and District of any specific Items from the Final Agenda that the Delegate is seeking the conscience of the A.A. Groups
  - c. Schedule a yearly “GSC Delegate Report Back” within District 7
6. Periodically visit all A.A. Groups within District 7
7. SWTA 68 DCM e-mail address
  - a. SWTA 68 Trusted Servants communicate with DCMs through the SWTA 68 provided DCM e-mail address
  - b. SWTA 68 Technology Committee Chair will provide access
  - c. Maintain District 7 documents in the Google Drive for transition to the next Panel: Minutes, Treasurer Report (Year End), Policies and Procedures document, District 7 Inventory and results

8. SWTA 68 Fall Assembly and Southwest Texas Area 68 Conference<sup>1</sup>
  - a. As of 2025, approximately every nine (9) years District 7 is on the rotation to host the SWTA 68 Fall Assembly (normally takes place in October)
  - b. The DCM is responsible to review the SWTA 68 guidelines in advance, communicate with the SWTA 68 Area Chairperson, call for creation of the District Host Committee and ensure the event location is secured
  - c. Recommended to begin the review at least one (1) year prior to hosting the event
  - d. If at any time the District votes to be removed from the rotation, ample notification is requested to ensure the next District in the rotation has sufficient notice of responsibility; it is recommended a 2 year notification to the SWTA 68 Area Chair
9. Recommended to schedule a District 7 Inventory every one (1) Panel (every 2 years)
10. Recommended to call for creation of an Ad Hoc Committee to review the District 7 Policies and Procedures document every two (2) Panels (every 4 years)
11. When there are open service positions: DCM is to review and ensure that any required coverage for sharing needed information with the GSRs and the District occurs.
12. DCM is responsible to appoint a Website servant for the current 2 year panel

Additional Resources:

- **District Committee Member (D.C.M.) Kit List:** <https://www.aa.org/district-committee-member-dcm-kit-list>
- **Your D.C.M. - District Committee Member:** <https://www.aa.org/your-dcm-district-committee-member>

## Alternate District Committee Member (Alt DCM)<sup>2</sup>

The Alternate DCM is an important service position within the District as this trusted servant may be asked to carry out some of the duties of the DCM when needed and/or in their absence. It is vital for the Alt DCM to be attentive and remain active within the District.

### **Detailed information and resources for Qualifications, Responsibilities, Duties review the DCM:**

A.A. Service Manual/Twelve Concepts for World Services: <https://www.aa.org/aa-service-manualtwelve-concepts-world-services>

#### Qualifications

1. Recommended to have a minimum of four (4) years continuous sobriety
2. Have served a full term as GSR
3. Working knowledge of the Twelve Traditions, Twelve Concepts, and our US and Canada Service Structure
4. Time, energy and ability to attending District Meetings and SWTA 68 Assemblies
5. Computer literate and have access to a computer and internet
6. Have an email address for communication with District, SWTA 68 and GSO
7. Comfortable with technology such as online meeting platforms, google drive, word processing and spreadsheets

#### General Responsibilities

All duties identified for the DCM are to be supported by the Alternate DCM when needed and may periodically be shared between the DCM and Alternate DCM.

In addition to being available in supporting the DCM and the District, the Alternate DCM has been assigned to carry out the following responsibilities:

1. Organize Service events/workshops: a minimum of two (2) per year; considering potential financial expenses, consulting with the DCM and Treasurer is needed prior to any expenditures occurring
2. During District 7 meetings spotlight new and/or updated literature released by A.A. World Services; include important Grapevine/La Viña updates when the District Grapevine/La Viña Committee Chair position is vacant
3. Consulting with the DCM, periodically schedule time on the District 7 Meeting Agenda for special sharing session topics and/or inviting SWTA 68 Trusted Servants to present on designated service committees during District meetings

# Treasurer

## Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Working knowledge of the Twelve Traditions
3. Knowledge of working with spreadsheets
4. Computer literate and have access to a computer and internet
5. Have an email address for communication with District
6. Comfortable with technology such as online meeting platforms, google drive, word processing

## General Responsibilities

1. Maintain a post office box to receive group contributions and other correspondence.
  - a. The Treasurer and DCM are responsible for transitioning access
  - b. Ensuring signatory removal of outgoing trusted servants
  - c. Ensure the maintenance of two (2) keys<sup>3</sup>
2. Maintain the District 7 bank account
  - a. Ensure updated signatures card of the DCM and District Treasurer and removal of outgoing trusted servants
  - b. Making disbursements and paying invoices as determined by District 7
  - c. Receive and deposit contributions from the A.A. groups and other A.A. sources
  - d. Maintain Registrar records of all monies received and disbursed
3. Compile and distribute Treasury report
  - a. Reconcile bank account based on bank account cycle
  - b. Distribute via e-mail a monthly report based on the most recent reconciliation
  - c. Present report at District Meeting
4. Any major modification in content to the Treasurer spreadsheet(s) needs to be reviewed with the DCM, and approved by the District 7 voting body
5. Require and file receipts for reimbursements made to District Officers and Committee Chairpersons
6. Maintain a Prudent Reserve as defined in Section: Funding
  - a. Notify District Committee when funds are reaching the Reserve amount
  - b. Work closely with the DCM on changes or concerns with contributions and expenditures

## Secretary

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Knowledge of working with Word processing program or Google docs
4. Computer literate and have access to a computer and internet
5. Have an email address for communication with District
6. Comfortable with technology such as online meeting platforms, google drive, word processing and spreadsheets

### General Responsibilities

1. Record minutes of all District 7 meetings
2. No more than 10 days after each District 7 Meeting, publish and email to all members on the e-mail distribution list the minutes of the meeting
3. Maintain all Contact lists:
  - a. District 7 E-mail Distribution
  - b. All Groups in District 7: Group Number, Group Name, Meeting Address, Meeting Location
  - c. GSRs, Alternate GSRs and Main Group Contacts with name, email, and phone number
  - d. District 7 elected trusted servants with name, email, and phone number
  - e. Maintain files updated in the Google Drive

## Correctional Facilities Committee (CFC)

“The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contact.” (A.A. Guidelines Corrections Committees)

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Computer literate and have access to a computer and internet
4. Have an email address for communication with District
5. Experience serving on a Standing Committee is strongly suggested

### General Responsibilities

1. Attend District meetings to report progress, needs, and service opportunities
2. Attend SWTA 68 Winter and Summer Workshops
3. Attend the annual SWTA 68 CFC Workshop
4. Hold recurring, consistent and accessible Committee meetings
5. Visit groups within District 7 to encourage participation
6. Familiarization with A.A. literature on Corrections service and committees
7. Become familiar with available resources: <https://www.aa.org/corrections-committees>
8. Obtain the Corrections Committee Kit from GSO: <https://www.aa.org/contents-corrections-committee-kit-list>

## Grapevine and La Viña Committee

District Grapevine Chairs are active in A.A.'s General Service structure. They serve as a link between the Group Grapevine Representative ("GvR") and the Area Service structure. The District Grapevine Chairperson also has the goal of encouraging every group to have a Grapevine Representative ("GvR").

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Computer literate and have access to a computer and internet
4. Have an email address for communication with District
5. Experience serving on a Standing Committee is strongly suggested

### General Responsibilities

1. Encourage Groups to elect GvRs
2. Attend District meetings to report progress, needs, and service opportunities
3. Attend SWTA 68 Winter and Summer Workshops
4. Hold recurring, consistent and accessible Committee meetings
5. Visit groups within District 7 to encourage participation
6. Register with the AAGrapevine as a District Grapevine Representative
7. Familiarization with AAGrapevine literature, AAGrapevine service and committees:  
<https://www.aagrapevine.org/get-involved>
8. Download the Grapevine Workbook: <https://www.aagrapevine.org/gvr-resources>
9. Encourage other service committees to utilize Grapevine and La Viña in their service outreach

## Public Information (PI) and Cooperation with the Professional Community (CPC)

The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. committees visit schools, businesses, and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations. (A.A. *Guidelines Public Information Committees*)

C.P.C. - Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do." (A.A. *Guidelines Cooperation with the Professional Community Committees*)

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Computer literate and have access to a computer and internet
4. Have an email address for communication with District
5. Experience serving on a Standing Committee is strongly suggested

### General Responsibilities

1. Attend District meetings to report progress, needs, and service opportunities
2. Attend SWTA 68 Winter and Summer Workshops
3. Attend the annual SWTA 68 PI/CPC Workshop
4. Hold recurring, consistent and accessible Committee meetings
5. Visit groups within District 7 to encourage participation
6. Familiarization with A.A. literature on PI and CPC service and committees:  
PI: <https://www.aa.org/public-information-committees>  
CPC: <https://www.aa.org/Cooperation-with-the-Professional-Community>
7. Obtain the Public Information and the Cooperation with the Professional Community Committee Kits from GSO:  
PI: <https://www.aa.org/contents-public-information-kit-list>  
CPC: <https://www.aa.org/contents-cpc-kit-list>



## Treatment Facilities (TFC)

Treatment Committees are formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of 'bridging the gap' from facility to an A.A. group in the individual's community. (*A.A. Guidelines Treatment Committees*)

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Computer literate and have access to a computer and internet
4. Have an email address for communication with District
5. Experience serving on a Standing Committee is strongly suggested

### General Responsibilities

1. Attend District meetings report progress, needs, and service opportunities
2. Attend SWTA 68 Winter and Summer Workshops
3. Hold recurring, consistent and accessible Committee meetings
4. Visit groups within District 7 to encourage participation
5. Familiarization with A.A. literature on Treatment service and committees  
<https://www.aa.org/treatment-committees>
6. Obtain the Treatment Committee Kit from GSO: <https://www.aa.org/contents-treatment-committee-kit-list>

## Intergroup Liaison

Coastal Bend Intergroup services the groups in District 7 primarily by answering 12<sup>th</sup> Step calls and maintaining the meeting list on their website. The District Intergroup Liaison is responsible to be a communication link between the District and CBIA.

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Computer literate and have access to a computer and internet
4. Have an email address for communication with District
5. Comfortable with technology such as online meeting platforms, google drive

### General Responsibilities

1. Encourage Groups to elect Intergroup Representatives (“IGR”)
2. Sign up to receive monthly business and notification e-mails from CBIA
3. Attend CBIA quarterly meetings (held via zoom)
4. Provide CBIA with updates to the 12<sup>th</sup> Step Call List
5. Provide CBIA with information necessary to direct callers to local meetings
6. Attend District meetings to report progress, needs, and service opportunities
7. Visit groups within District 7 to encourage participation
8. Become familiar with the Coastal Bend Intergroup website: <https://www.cbiasa.org/>

## Website Servant

The responsibility of the District 7 Website Servant is to update and maintain the information and integrity of the District 7 website ("website"): [www.swtadistrict7aa.org](http://www.swtadistrict7aa.org)

- Website servant is a non-voting service position
- Term of Service: 2 Years (with the current Panel)
- DCM appoints this service position every Panel

### Qualifications

1. Recommended to have a minimum of two (2) years continuous sobriety
2. Introductory knowledge of the Twelve Traditions
3. Computer literate and have access to a computer and internet
4. Have an email address for communication with District
5. Comfortable with technology such as online meeting platforms, google drive, word processing and spreadsheets
6. Experience with maintaining and updating websites is required

### General Responsibilities

1. Work closely with the DCM for guidance on updates and changes to the website
2. Make changes to the online meeting schedules and maps when group changes require them
3. Add information as approved by the District 7 conscience
4. Working with the Treasurer, ensure that the webhost (February) and domain name (December) are paid
5. Attend District 7 meeting(s) when business involves the website
6. Participate in any Ad Hoc Committee(s) that directly affect the website
7. Add events to the "Group Event" page based on the guidelines in Section "Website Guidelines: Submitting Group Events"
8. Familiarization with A.A. literature on Internet and Websites:
  - Anonymity online and digital media <https://www.aa.org/anonymity-online-and-digital-media>
  - FAQs about A.A. websites <https://www.aa.org/frequently-asked-questions-about-aa-websites>
  - A.A. guidelines on internet <https://www.aa.org/aa-guidelines-internet>
  - Terms of use – using A.A. resources <https://www.aa.org/terms-of-use>
  - AA Grapevine reprint policy [https://www.aagrapevine.org/copyright\\_reprint\\_policy](https://www.aagrapevine.org/copyright_reprint_policy)
  - AA La Viña reprint policy <https://www.aalavina.org/derechos-de-autor-y-politica-de-reimpresiones>

# Funding

All funding will be entirely based on the availability of funds as determined by the District Treasurer and the DCM. Availability of funding should be confirmed at least 1 month in advance of anticipated date(s) of expense.

It shall be the responsibility of District 7 to give financial support to the DCM as required to perform the duties of the office; room and ride share are encouraged.

## Prudent Reserve

1. Recommended to maintain a separate reporting line item indicate a prudent reserve covering an estimated three (3) months of operating expenses = \$2,145.00
  - a. Minimum Daily Bank Balance (to avoid fees): \$500.00
  - b. One Assembly for DCM (1 room/1 vehicle): \$350.00
  - c. One Assembly for Committee Chairs (2 rooms/1 vehicle): \$615.00
  - d. Three (3) District 7 Meeting printing (District Officers): \$75.00
  - e. Three (3) months Committee Chair Service literature/outreach (5 Committee Chairs): \$130.00
  - f. Website Hosting/Domain (once per year) \$250.00
  - g. PO Box (once per year) \$225.00
2. Recommended to review the Prudent Reserve every Panel to ensure it continues to meet District 7 needs for services and outreach

## DCM

1. The DCM will be reimbursed for round trip mileage incurred visiting groups for the purpose of promoting participation in the Service Structure and getting to know the A.A. Groups within District 7
  - a. An expense form with the breakdown of visits must be submitted to the District Treasurer
  - b. Round trip mileage will be reimbursed at the current SWTA 68 rate
  - c. Prudent spending is encouraged
2. SWTA 68 Assemblies (4 per year)
  - a. One (1) room for two (2) nights
  - b. Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA 68 rate
  - c. Expense Report and Receipts must be submitted to the District Treasurer
3. Southwest Regional A.A. Service Assembly (SWRAASA)/Southwest Regional Forum (SWRF) (one a year)
  - a. One (1) room for two (2) nights
  - b. Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA 68 rate
  - c. Expense Report and Receipts must be submitted to the District Treasurer
  - d. In the event that airfare is required, the District may elect to fund for airfare in lieu of round trip mileage and any transfer to and from the hotel/event location

## Alternate DCM

1. Will be reimbursed for round trip mileage incurred visiting groups for the purpose of assisting the DCM in promoting participation in the Service Structure
  - a. Coordination with the DCM prior to group visits is required
  - b. An expense form with the breakdown of visits must be submitted to the District Treasurer
  - c. Round trip mileage will be reimbursed at the current SWTA 68 rate
  - d. Prudent spending is encouraged
2. SWTA 68 Assemblies (4 per year)<sup>4</sup>

The Alt DCM is fully funded to attend SWTA 68 Assemblies when the following occurs:

  - a. Area Assemblies: When the DCM is not able to attend
  - b. Spring/Fall Assemblies: If sufficient funds are deemed available by prior review and discussion with the DCM and District Treasurer
  - c. Winter/Summer Assemblies: If there are no Committee Chairs attending and if sufficient funds are deemed available by prior review and discussion with the DCM and District Treasurer
  - d. One (1) room for two (2) nights
  - e. Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA 68 rate
  - f. Expense Report and Receipts must be submitted to the District Treasurer
  - g. If possible: Ride share and room share encouraged between the DCM and Alt DCM

## Treasurer and Secretary

1. Reimbursed for reasonable purchases needed to carry out their responsibilities: Supplies, Printing, Postage
  - a. Expense Form and Receipts must be submitted to the District Treasurer
  - b. Expense will be included in the next District Treasurer report

## Committee Chairs and Intergroup Liaison

1. Committee Chairpersons may receive up to \$100.00 per year from the District Treasurer, for committee service expenses, and without prior approval from the District 7 voting body
  - a. Expense Form and Receipts must be submitted to the District Treasurer
  - b. Expense will be included in the next District Treasurer report
2. District 7 is responsible for purchase of the corresponding Committee Kit(s)
  - a. Purchase to occur at the beginning of the trusted servant taking office
  - b. Upon an early resignation of the Committee Chair, the Committee Kit is to be transitioned to the DCM for keeping until the position is filled
3. SWTA 68 Assemblies (Winter & Summer Assemblies only)
  - a. Maximum of two (2) Rooms for two (2) nights each room
  - b. Round trip mileage will be reimbursed for up to two (2) vehicles at the current SWTA 68 rate of reimbursement; ride share is encouraged
  - c. Expense Form and Receipts must be submitted to the District Treasurer
4. CFC Chairperson is funded to attend the annual SWTA 68 CFC Conference
  - a. One (1) room for two (2) nights
  - b. Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA 68 rate
  - c. Expenses Form and Receipts must be submitted to the District Treasurer
5. PI/CPC Chairperson is funded to attend the annual SWTA 68 PI/CPC Conference
  - a. One (1) room for two (2) nights
  - b. Round trip mileage will be reimbursed for one (1) vehicle at the current SWTA 68 rate
  - c. Expense Form and Receipts must be submitted to the District Treasurer

# Website Guidelines: Group Events<sup>5</sup>

1. District only post events that are in alignment with our 12 Traditions of Alcoholics Anonymous
2. District will adhere to our Principles of Anonymity - full names and/or pictures of individuals will not be posted.
3. Event Flyer must include some form of contact information: telephone or email address
4. Full location Address of event, Month/Date/Year and start time are to be included
5. Consider the time it may take for the review and posting of the event
6. If the Website Servant or DCM has any concerns of infringing on the 12 Traditions, he/she reserves the right to first bring the event request to the next District Business meeting for discussion and obtaining a District conscience

# Appendices

## Past Amendments to Policies and Procedures

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<sup>1</sup> District 7 has been in the rotation for hosting the Fall Assembly since at least 1988

<sup>2</sup> Alt DCM was added into the Duties section 02.2024

<sup>3</sup> Modified on 03.2013

<sup>4</sup> Alt DCM was added in the Funding section 02.2024

<sup>5</sup> Posting Group events on District website section added 02.2024