SERVICE STRUCTURE AND PROCEDURES

SOUTHWEST TEXAS AREA ASSEMBLY
(Printing Date 2024)

PREAMBLE

The Southwest Texas Area extending from Del Rio and Ozona on the West, to Wharton and Giddings on the East and from Coleman and Brownwood on the North and Brownsville on the South does and will continue to function as a Service body. Always protecting and respecting the autonomy and the privilege of dissent of any AA group in the Area.

The Area Assembly will always be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the AA Service Manual, and try to be the voice and group conscience of the Area AA.

Service to the Area Districts and Area Groups is its primary purpose and every attempt will be made to encourage all area groups to participate and support the Area Assembly, the General Service Office, and the AA World Services.

It shall be the responsibility of the Area Assembly to elect an Area Delegate Service Conference, an Area Alternate Delegate, and the Required Area Assembly Officers, and to give financial support to the Area Delegate as required to perform the duties of the office.

***Revision Dates**
1988,1992,1998,2000,2002,2004,2007,2008,2010,201,2012,2014, 2018,2020,2021

SERVICE STRUCTURE AND PROCEDURES FOR THE SOUTHWEST TEXAS AREA ASSEMBLY

I. MEMBERSHIP: The following shall be fully voting members: A. All Area Group GSR's (General Service Representative) or their alternates.
B. Each Area DCM (District Committee Member) or alternate C. Chairperson of each Area Service Committee
D. Area Committee Officers
E. Area Delegate
F. Area Alternate Delegate

II. COMMITTEES:

A. District Committee - shall be composed of:
1. GSR's of groups in a district and alternates
2. DCM and alternate.
3. District Service Committee Chair people of:
    a. Public Information
    b. Correctional & Treatment Facilities, etc.

B. Area Service Committees:
1. Public Information/Cooperation with the Professional Community 2. Treatment Facilities
3. Archives
4. Newsletter (10/98)
5. Correctional Facilities
6. Grapevine/La Viña (4/21)
7. Bilingual/Spanish Committee
8. Special Service (non-voting) to be formed as needed and dissolved when objective has been achieved
9. Accessibilities (11/18)
10. Technology (to include webmaster duties) (10/19)

C. Area Committee:
1. Delegate
2. Alternate Delegate
3. Officers:
    a. Area Chairperson
    b. Alternate Area Chairperson
    c. Area Secretary
    d. Area Treasurer
    e. Area Registrar (4/07)
    4. DCM's or Alternates

III. MEETINGS:

A. The Area Assembly shall have business meetings conducted by the Area Chairperson, on or around the months of April and October each year. The April business meeting should be in conjunction with the Pre-General Service Conference Workshop. The October business meeting should be in conjunction with the Southwest Texas Area Conference. The January and July meetings should be in conjunction with Area Workshops.

B. Time and place for the January, April, and July meetings to be selected by the Area Chairperson and Area Delegate.

C. Location for the meeting in October has been determined at a previous assembly and is to be on a rotating basis as follows:

2022—Georgetown/Round Rock
2023—Temple/Killeen
2024—Victoria
2025—Corpus Christi
2026—San Marcos/New Braunfels
2027—Austin
2028—San Antonio
2029—Kerrville
2030—Lower Rio Grande Valley

D. Any other city wishing to participate must make a request which is to be approved by a majority vote. Its name will then be added to the bottom of the rotating list.

[Temple/Killeen added to bottom of list – 10/94]
[San Marcos/New Braunfels added to bottom of list. – 10/10]
[Georgetown/Round Rock added to bottom of list – 12/17] 3
E. Discussion shall be limited to three (3) minutes for each member [4/89].

F. An Area Committee Meeting and a GSR workshop is to be included in all assemblies [10/97].

G. See Appendix B: Southwest Texas Area Conference

H. Beginning in the year 2003, the SWTA conducts an Area Inventory. This shall be conducted in the general assembly every two years at the summer workshop. The complete minutes of this inventory will be compiled by the Area Secretary, and mailed to all DCM's and Area Officers prior to the next business meeting. A copy of this inventory will be given to the incoming Area Chairman at the October Assembly for review. (4/6/02).

I. SWTA to host an annual PI/CPC Conference. PI/CPC members in the

SWTA will conduct this conference workshop. The purpose of the workshop is to provide correct information to members and to foster and promote greater understanding and cooperation between AA members and the public and professional community. The workshop will be rotated among various cities within the SWTA determined by PI/CPC members. The newly determined host city will elect a Conference Chairperson who will work closely with the SWTA PI/CPC Chairperson. Seed money will be provided to the Conference Chairperson by the SWTA Treasurer prior to the next annual conference. All funds remaining after the conference expenses have been met will be forwarded to the SWTA Treasurer. (4/06)

IV. ELECTIONS:

Qualifications and election procedures shall be in accordance with the AA Service Manual. Where the Service Manual offers different options; the Southwest Texas Area will continue to observe procedures as it has traditionally done so in the past.

A. DISTRICT

1. Each group in the District shall elect a GSR and alternate GSR for a term of service of two (2) years, or if filling an unexpired term, until January 1 of the next even year. The election should be held in September of each odd year, to serve beginning January 1 of the next even year. It is recommended they have two (2) years of continuous sobriety.

2. The present GSR's in each district shall elect a DCM and an alternate DCM in September of each odd year, to serve for two (2) years beginning January 1 of the next even year. It is recommended they have four (4) years of continuous sobriety and have served a full term as a GSR. A nominee may be selected from among the outgoing GSR's, provided a full term would have been served by the end of the odd year.

3. The DCM shall notify (in writing) the Area Assembly Secretary the name, address and phone number of the newly elected DCM, GSR's and alternates and groups represented by the GSR's.

4. The newly elected DCM's, GSR's and Alternates are encouraged to attend the October Area Assembly Conference, however they cannot vote as such.

B. AREA

1. The Area Chairperson shall read that portion of the AA Service Manual that is applicable before the meeting.

2. At the October meeting of each odd year, the Area Assembly will hold elections for Area Delegate, Alternate Delegate, Area Chairperson, Alternate Chairperson, Area Secretary, Area Treasurer and Area Registrar. (4/07)

The term of service shall be for two (2) years beginning January 1 of the next year.

* Note: Traditionally the newly elected Delegate has been allowed to select the Area Secretary, Area Registrar and Area Treasurer, as they have to work closely. This selection needs to be approved by a majority of votes by the Area Assembly. (4/07)

3. There shall be no absentee voting or proxies, nor shall a nominating committee be formed. All current duly elected Area Assembly members present shall have voting privileges (Except as noted) and shall form a quorum.

4. In observance with the AA principles of participation and rotation, it is recommended no member be elected to the same office - at any level- more than once.

5. It is recommended that nominees for Delegates have a Minimum of six (6) years of continuous sobriety and have served full terms as GSR and as DCM. Present outgoing DCMs having served a full term are eligible.

A. The Area Delegate may have only one term of service (2 years) and shall never again be a candidate for this office.

B. Likewise, no past Delegate may be a candidate to serve as GSR or DCM.

C. Should the Delegate be unable to complete the term of service, the alternate Delegate shall assume the Delegate's duties. However, should a Delegate be unable to serve over one year, he or she may qualify to serve a full term later.

D. The Alternate Delegate may be eligible to be elected for a full term after having filled a vacancy of less than a year.

6. The election of the Alternate Delegate shall be in accordance with the Delegate's election procedure stated in paragraph 5 above and shall not be "automatically the runner up".

7. Election of the Area Chairperson shall be by two thirds (2/3) majority vote and shall be by secret ballot. The following are eligible for nomination (past or outgoing):

A. DCM's
B. Alternate Area Chairperson
C. Delegate
D. Area Secretary
E. Area Treasurer
F. Alternate Delegate
G. Registrar (4/13)

8. Election of the Area Alternate Chairperson shall be in accordance with the Chairperson's election procedures as stated in paragraph 7 above.

9. The Area Assembly may remove the Delegate, The Alternate Delegate or any Area Committee Officer from the duties for a just cause. Such removal shall be by two-thirds (2/3) majority vote and by secret ballot.

10. The Area Committee shall evaluate the need for standing Area Service Committees every two (2) years [10/91].

11. Area Service Committee Chairperson rotating out shall provide "Guidelines" in writing to the incoming chairperson [10/91].

12. Reimburse the Bilingual/Spanish Committee Chair to attend the Hispanic State Assembly when held in SWTA. (4/00)

13. A Webmaster shall be appointed by the Area Chairperson and serve as a technical advisor to the Area Chairperson for matters affecting the structure of the Web page. In all cases, AA Traditions and group conscience of the Area assembly will be final authority regarding use and implementation of the Area Web Site. The duties of the Webmaster shall be to:

A. Receive inputs from Area Officers, Chairpersons, and DCMs and/or district representatives

B. Review inputs for compliance with procedures established by the Area Chairperson.

C. Convert the input into Web page(s) in accordance with established hierarchy.

D. Provide feedback to the submitting area member.

E. Review Web site at least quarterly to remove outdated information [10/03].

14. A finance committee will be established to review and verify the Area financial statement, deposits, and expenditures on a quarterly basis, and to provide assistance to the Treasurer as needed. The committee will consist of the Alternate Area Chairperson, the Alternate Delegate, and a DCM selected by the Area Committee. In the event of a resignation of the DCM Committee member, the Area Committee may select a replacement DCM. In the event of the resignation of one of the Area Officers, a second DCM may be selected by the Area Committee to serve in that capacity until the Area Officer position is filled. (4/06)

15. The Registrar is appointed by the Delegate to serve a two-year term. He/she is a voting member of the Area Assembly and a member of the Area committee (4/06)

16. An Area Archivist shall be appointed by the Area Chairperson and delegate to the Area Archives Committee every three year. The Area Archivist will be eligible to serve for two consecutive three-year terms. AA Traditions and group conscience of the Area Archives Committee and Area Assembly will be the final authority regarding the implementation of the duties of the Archivist as suggested in the AAWS Archives Workbook (10/19)

V. FUNDING: see attached Appendix A.

VI. DUTIES - OFFICERS:

A. Chairperson: The Duties of the chairperson shall be to conduct all Area Assembly meetings, prepare and have published meeting Agenda, appoint Committees and their respective Chairpersons and in general shall perform the duties of the Administrative Officer of the Area Assembly.

B. The Alternate Chairperson shall assume the duties of the Chairperson in his/her absence, will serve as the Liaison to Central and Intergroup Offices (10/98), and will be the coordinator of all the Area Service Committees.

C. The duties of the Area Secretary shall be to:
1. Keep minutes of all Area Assembly Meetings. Full names shall be used in the minutes [3/88].
2. Publish and mail to all Area Committee members the minutes of the previous meeting 30 days after the Area Assembly meeting.
3. Publish and mail an agenda 30 days prior to the Area Assembly to all its members.
4. Maintain custody of Area Map and records of the Area Assembly. 5. Maintain lists of all groups in the Southwest Texas Area, GSR's and alternates and area committee members with name, address and phone numbers. Moved to Registrar duties (4/06) 6. Keep a petty cash fund (amount to be determined annually by the Area Committee) and shall report all disbursements to the Area Treasurer.

D. The duties of the Area Treasurer shall be to:
1. Receive contributions from the groups and other sources.
2. Maintain records of all the monies received, maintain bank accounts for depositing all receipts and making disbursements as determined by the Area Assembly.
3. Maintain an Area Assembly bank account with signature card signed by the Area Delegate, Area Chairperson and Area Treasurer and noted that all checks written on the Area Assembly bank account will require the signature of one of the above.
4. Maintain a Bank Account with the CD's that were started during the Panel 32 Term (1982- 1983). Interest earned by these CD's is to pass over to the regular account stated in item 3 above.
5. Review annually the Internal Revenue Service filing requirements for non-profits to determine whether or not the Southwest Texas Area is required to file, and to submit such filing as required prior to the IRS deadline for such filings. If filing is required, the Treasurer will obtain 3 bids from a professional CPA to perform this service, and will choose the least expensive vendor. This expense will be listed as a separate line item on the Treasurer's report. (4/06)

E. The duties of the Area Registrar. (4/06)

1. To maintain a current list (database) of all members of the Southwest Texas Area that represents a Group, District, Area Committee, or Area Office. This list consists of name, address, and telephone number.
2. To communicate with the Area Delegate and obtain the most current information from GSO and update that information for return to GSO.
3. To communicate with the DCMs group information listed for their district and to provide them with a printed list of that information when needed.
4. To provide mailing labels for the Area Secretary and Newsletter Chairperson for quarterly mailings. Also, to provide the Delegate with a list of all Groups, Area Committee and mailing labels as needed. 5. To be available at each quarterly assembly meeting to collect updates from new GSRs, DCMs, and Area Treasurer. The Area provides a laptop computer and printer. The database program is provided by GSO.
6. To provide information pertinent to the office to the SWTA Webmaster.
7. Keep a petty cash fund (amount to be determined annually by the Area Committee) and shall report all disbursements to the Area Treasurer.

VII. AMENDMENT PROCEDURES:

A. Any Proposed amendments to the Service Structure shall be submitted in writing to the Area Chairperson, with a copy to the Area Delegate. Any item, submitted by a group or individual, intended to be a part of an upcoming agenda, must be submitted to the Chairperson no less than forty-five (45) days prior to the date of the next business meeting [10/93].

B. The Chairperson shall include the proposed amendment on the agenda of the next Area Assembly meeting and an affirmative simple majority vote if the Area Assembly recommends the amendment is submitted to the Area AA groups for their ratification.

C. A two-thirds approval by the groups reporting in the next Area Assembly meeting shall constitute the adoption of the amendment.

D. Any proposal must be accepted exactly as written (10/19)

APPENDIX A.

1. FUNDING:

A. INCOME AND EXPENDITURES

1. SPECIAL AREA COMMITTEES: Service of past service members and of alternate officers will be utilized whenever possible. Meetings of these special committees are to be scheduled in conjunction with Area Workshops and Assemblies whenever possible, as no funding for these committees would be available.

2. AREA SERVICE COMMITTEES: Special workshops for these committees to be held with approval of the Area Chairperson and Delegate. Chairpersons of these committees will be paid mileage ($0.30 per mile) and lodging plus overhead cost (printing, phone, coffee, etc.) for these committee workshops. Chairpersons of these committees and Area Officers will be reimbursed operating expenses to conduct on-going business for these special workshops and for all Area Assemblies and Area Workshops. [10/09]

3. AREA TRAVEL EXPENSES: Area officers and Alternates will be reimbursed $0.30 per mile to Area Workshops, Assemblies and Area Committee meetings, plus lodging, Delegate's expenses will be paid in total in addition to $0.30 per mile. [10/09]

4. FUNDING AREA FUNCTIONS: Southwest Texas Area Conference, Pre-General Service Conference workshop, Area Assemblies and Workshops shall be funded by the Southwest Texas Area, and will absorb any losses incurred in any of these functions

5. CONTRIBUTIONS: Letters should be sent semi-annually to all groups in the Southwest Area concerning group contributions to the Area Fund.

6. Area News Editor expenses to Area Workshops shall be funded by the Southwest Texas Area [4/89]. Deleted (10/06)

7. Group donation for literature for the Area Correctional Facilities Committee shall be channeled through the Area Treasurer for that purpose [3/91].

8. The Area Alternate Delegate's travel and lodging expenses to Regional Spring and Fall functions shall be funded by the Southwest Texas Area [10/91].

9. That the Southwest Texas Correctional Conference be an annual function of the Southwest Texas Area [4/93]. CFC members in the SWTA will conduct an annual Correctional Conference Workshop. The purpose of the Workshop is to provide information to prospective CFC members regarding service opportunities in all levels of Federal, State and local Criminal Justice Systems, and to foster and promote greater understanding and cooperation between CFC member volunteers and the administration of those Criminal Justice Systems. The Workshop will be rotated among various cities within the SWTA determined by CFC members. The newly determined host city will elect a Conference Chairperson who will work closely with the SWTA CFC Chairperson. Seed money will be provided to the Conference Chairperson by the SWTA Treasurer prior to the next annual Conference. All funds remaining after Conference expenses have been met will be forwarded to the SWTA Treasurer. The funds, after the return of the seed money, will be equally divided between the SWTA General Fund and the SWTA CFC Literature Fund [11/96].

10. We recommend we no longer fund our Delegate to non-service functions. (11/96)

11. Obtain funding for the SWTA Correctional Facilities Chairman's travel and lodging expenses to the Texas Department Criminal Justice Correctional Committee meetings [10/98].

12. The Southwest Texas Area #68 determine at the Fall Area Assembly (conference) held in October how much above the minimum funds requested by the General Service Office will be sent to help offset the actual cost of the Delegate attending the General Service Conference held in New York each April. (4/02)

13. Area 68 will provide financial support for the purchase of translation equipment and any related expenses not ordinarily covered by Area 68, by maintaining a separate fund which will be reported as a separate line item in the Area's general ledger. The Area committee will be responsible to plan, implement, and execute all matters pertaining to this fund, with the exception of disbursements which will be addressed as follows: the funds will be disbursed by the Area Treasurer as deemed necessary by the Area Bi-Lingual Chairperson subject to the Area Chairperson's approval. In addition to contributions from Districts, groups, and individual AA

members, additional contributions may be provided by the Area Assembly at any time deemed necessary by a two-thirds majority through a simple floor motion during the spring and fall assembly. A report of the income and expenses of the fund will be made to the Area Assembly as part of the Treasurer's regular reports to the Assembly. (4/05)

B. AMENDMENT PROCEDURES TO FUNDING:

1. Any proposed amendment to the funding procedures must be submitted in writing to the Area Chairperson.

2. The Chairperson then shall include the proposition in the agenda as new business and an affirmative simple majority vote of the Area Assembly recommends the proposed amendment be taken to the groups for consideration.

3. A two-thirds affirmative majority vote at the next Assembly meeting (5 to 6 months) shall constitute the adoption of the amendment.

APPENDIX B

SOUTHWEST TEXAS AREA CONFERENCE:

A. Conference Date and Location:

1. Date and Location - to be as established in Section III of the Procedures.

2. The Conference traditionally takes place on a weekend starting on a Friday evening and running through Sunday noon.

B. CONFERENCE COMMITTEE:

1. It shall be the Responsibility of the DCM(s) of the District in which the host city is located to call a District meeting. To form a Conference Committee by electing a Chairperson.

2. The DCM(s) may or may not be involved directly in the committee, as the primary role of the DCM is to be mindful of the Traditions and participate in an advisory capacity.

3. The Committee Chairperson will have the responsibility for organizing the Conference, and may appoint as many members as considered necessary to cover the different functions involved.

4. A Co-Chairperson, a Secretary and a Treasurer are surely needed.

5. The number of committees varies and may be as follows; a.
Registration
b. Program and Agenda
c. Hotel and Meeting Rooms
d. Reception and Transportation
e. Printing and Mailing
f. Literature
g. Banquet/Dance
h. Coffee
i. Decorations

Some of these may be combined. It is important that the selections of these committee chairpersons are left to the Chairperson, as they need to work closely together.

C. AGENDA

1. The main purpose of the Southwest Texas Area Conference is to hold its annual Area Assembly. To conduct Area business and to hold elections as stated in Section IV-B of the Procedures. It is necessary to dedicate at least the entire morning of Saturday for this meeting; it may prolong into the afternoon.

2. Traditionally this Area has scheduled a speaker meeting with at least one guest speaker from the Texas Department of Corrections, usually on Saturday afternoon.

3. A Spanish speakers meeting scheduled also on Saturday afternoon is suggested.

4. A service orientated speaker, such as the Southwest Regional Trustee or any past delegate, be considered as one of the guest speakers.

5. Local or near-local guest speakers are encouraged to be selected so that travel expenses are kept reasonably low.

6. The Conference Committee needs to work closely with the Area Delegate and Officers regarding Policies, as this conference is an Area function.

D. FUNDING OF THE CONFERENCE:
1. The Southwest Texas Area-General Fund - provides the initial or "start-up" funds to help defray pre-registration expenses to the Conference Committee.

2. The present amount authorized for this initial fund is $1,000.00 (one thousand). This amount may be changed when deemed necessary by a majority vote of the assembly.

3. All excess funds after expenses deriving from the Conference shall be reverted to the Southwest Texas Area General Fund.

4. See also Appendix A, paragraph A, item 4.

E. AMENDMENT PROCEDURES TO THE CONFERENCE: 1. Any proposed amendment to the conference procedures must be submitted in writing to the Area Chairperson.

2. The Chairperson then shall include the proposition in the agenda as new business, and an affirmative simple majority vote of the Area Assembly recommends the proposed amendments be taken to the groups for consideration.

3. A two-thirds affirmative majority vote at the next assembly meeting (5 to 6 months) shall constitute the adoption of the amendment.