

# ALCOHOLICS ANONYMOUS DISTRICT 22, SWTA 68 BYLAWS

## ARTICLE I - Name of Organization

The name of the organization shall be "Alcoholics Anonymous District 22," hereinafter referred to as "D22," "the district," or "the organization." D22 is an Alcoholics Anonymous (AA) district as defined in The AA Service Manual Combined with the Twelve Concepts of World Service (AA Service Manual)<sup>1</sup>. D22 may exist as a 501(c)(3) non-profit public charity organization, doing business as "Alcoholics Anonymous District 22."

## ARTICLE II - Guiding Principles

D22 hereby incorporates the principles and guidelines of The AA Service Manual Combined with the Twelve Concepts of World Service, the Twelve Traditions of Alcoholics Anonymous<sup>2</sup>, the Twelve Steps of Alcoholics Anonymous<sup>3</sup>, and the Service Structure and Procedures of the Southwest Texas Area Assembly.<sup>4</sup>

## ARTICLE III - Purpose

The primary purpose of District 22 is to support the AA groups within our district to "carry the message" to the alcoholic who still suffers.

## ARTICLE IV - Membership

Membership in this organization is open to all men and women who are AA members. AA members are defined through the 3rd Tradition of Alcoholics Anonymous<sup>5</sup>.

The following are fully voting members of D22 in all matters affecting the district:

1. All district Group Service Representatives (GSR) or alternates – if the GSR is not present, the alternate votes in his/her place
2. District Committee Member (DCM)
3. Alternate District Committee Member (Alt-DCM)
4. Other D22 Officers (Treasurer, Secretary)
5. D22 Committee Chairs

All votes regarding district business require a 2/3 majority to pass.

## ARTICLE V - Meetings

D22 meets once a month at a time decided on by voting members. The location rotates among the AA groups in D22.

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## ARTICLE VI - District Officers

The district elected officers shall consist of a District Committee Member (DCM), an Alternate District Committee Member (Alt-DCM), a Treasurer, and a Secretary. Officers serve a two-year term coinciding with the current panel of the General Service Conference, beginning on January 1 and ending on December 31. It is recommended that Officers have a period of at least two years of continuous sobriety prior to the beginning of their term.

Duties of each Officer are described below:

1. District Committee Member (DCM) – General information, qualifications, and duties of the DCM are described in the AA Service Manual.
2. Alternate District Committee Member (Alt-DCM) – Information on the duties and responsibilities of the Alt-DCM are described in the AA Service Manual.
3. Secretary –
  - a. Take the minutes at each D22 meeting and distribute the minutes to all voting and interested members of the district at least 10 days prior to the next D22 meeting.
  - b. Keep accurate records of district minutes, including voting records, for at least 3 years following the conclusion of said business. However, for archival purposes, all of these documents will be kept digitally (with a backup) for as far back as possible, for as long as possible.
  - c. Maintain a list of D22 members' email addresses, phone numbers, and any elected positions within the groups or the district. This may include documenting each group's officers and committee members, as this information is provided by the groups' GSR.
  - d. Provide contact information to each committee chair of the corresponding group chairs, as appropriate.
  - e. Maintain the bylaws and update these as changed by appropriate vote of D22 members.
4. Treasurer –
  - a. Maintain checking account and PO Box for the district, checking the PO Box at least once a month.
  - b. Pay all district bills.
  - c. Collect all contributions to the district, deposit funds, distribute funds, and maintain accurate financial records of district financial transactions, including keeping receipts.

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- d. Prepare, distribute, and present a report to the district each month during D22 meetings.
- e. If operating as a 501(c)(3) corporation, maintain tax-exempt status; and maintain tax records of D22 for at least 7 years post-completion of the tax year. However, for archival purposes, all of these documents will be kept digitally (with a backup) for as far back as possible, for as long as possible.

### ARTICLE VII - Service and Ad Hoc Committees

Service committee chairs may be proposed and approved by vote of the district. Ad hoc committees may be assembled at the discretion of the DCM to complete a certain assigned task and dissolved once the ad hoc committee has completed the task assigned.

Service Committee Chairs serve a two-year term coinciding with the current panel of the General Service Conference, beginning on January 1 and ending on December 31. It is recommended that Service Committee Chairs have a period of at least two years of continuous sobriety prior to the beginning of their term.

D22 service committee chairs are as follows:

1. Correctional Facilities (CFC)
2. Intergroup
3. Public Information / Cooperation with the Professional Community (PI/CPC)
4. Grapevine
5. Treatment
6. Website Administrator
7. Accessibilities

### ARTICLE VIII - Financial Procedures

All expenditures of D22 funds must be voted on and approved by the voting members of D22. Each panel must carefully consider priorities and the existing funds when deciding on expenditures. It is customary that each voting panel decide on an amount that committee chairs, the DCM, and the Alt-DCM may expend monthly at their discretion on items, service, mileage, or activities that directly support their role and support the goal of "carrying the message to the alcoholic who still suffers." It is also strongly encouraged that D22 fund the DCM's attendance to Area Assemblies and Workshops, Regional Forums, and the Southwest Regional AA Service Assembly (SWRAASA). Expenses for other officers and committee chairs to attend workshops, assemblies, conventions, forums, and conferences may be reimbursed as voted on by the district, with preference for committee chairs to attend activities related to their specializations.

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## ARTICLE IX - Parliamentary Authority

Robert's Rules of Order shall guide all D22 meetings.

## ARTICLE X - Elections

During a fall D22 meeting of the second year of the General Service Conference panel (directly before the next Panel change on January 1), D22 will hold elections for all officers and committee members for the next Panel. Elections are held utilizing the Third Legacy Procedure as outlined in the AA Service Manual.

## ARTICLE XI - Changes and Amendments to the Bylaws

Any changes to the Bylaws must be proposed at least one month prior to the vote on the change. A change to the Bylaws is defined as any deletion, change of wording, or amendment in whole or in part to any section of the Bylaws. The change may be suggested by any D22 member and must be provided in writing to the Secretary for distribution. The Secretary will distribute the proposed change by email to D22 members one month prior to the scheduled vote. The Bylaw change will be discussed and possibly voted on by D22 voting members during the next D22 meeting. All changes to Bylaws must pass by a 2/3 majority of the vote.

## ARTICLE XII – Communications and Technology

District 22 shall maintain a website which aligns with the district's purpose. A means to contact the DCM and Alternate-DCM shall be provided on the website. It is strongly encouraged to implement and maintain guidelines which ensures that the website is being successfully utilized to carry out District 22's purpose.

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<b>Revision History</b>		
<u>Version</u>	<u>Date Adopted</u>	<u>Description</u>
Original	2017-08-19	Original
Revision 1	2025-08-03	<ul style="list-style-type: none"><li>• Adjust AA Service Manual references in Articles I, VI, and X</li><li>• Revise 501(c)(3) requirement in Articles I, III, and VI</li><li>• Add Accessibilities Committee Chair to Article VII</li><li>• Add Article XII: Communications and Technology</li><li>• Add Revision History table to the document</li><li>• Footnotes converted to Endnotes</li><li>• Update Endnote weblink to SWTA68 Service Structure and Procedures</li></ul>

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### Endnotes:

<sup>1</sup> The A.A. Service Manual Combined with Twelve Concepts for World Service by Bill W. with Copyright 1962, 1969, 1974, 1975, 1978, 1980, 1983, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1993, 1994, 1997, 1999, 2000, 2001, 2002, 2003, 2006, 2010, 2012, 2013, 2014, 2015 by Alcoholics Anonymous World Services, Inc. All rights reserved.

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<sup>3</sup> The Twelve Steps of Alcoholics Anonymous with Copyright 1952, 1953, 1981 by Alcoholics Anonymous Publishing (now known as Alcoholics Anonymous World Services, Inc.) All rights reserved.

<sup>4</sup> Retrieved from <https://www.aa-swta.org/about-us/>

<sup>5</sup> From AA's Third Tradition: "The only requirement for membership is a desire to stop drinking."