

Northeast Texas Area Policies and Procedures [*]

PREAMBLE: Whenever possible, the Northeast Texas Area shall conform with policies and procedures as listed in the AA SERVICE MANUAL. It is the intent of this publication to clarify those points that are in doubt, or for which a more local interpretation is necessary. This publication also contains policies and procedures for the administration of the Northeast Texas Area Fall Assembly and Convention.

SECTION 1: AREA COMMITTEE

1.1 The following shall comprise the Northeast Texas Area Committee:

- A. Chairperson
- B. Alternate Chairperson
- C. Secretary
- D. Alternate Secretary
- E. Treasurer
- F. Alternate Treasurer
- G. Delegate
- H. Alternate Delegate
- I. Chairpersons of all Area Service Committees
 - a. Public Information
 - b. Cooperation with the Professional Community
 - c. Corrections
 - d. Treatment Facilities
 - e. Convention
 - f. Archives
 - g. Newsletter
 - h. Grapevine/La Viña [1]
 - i. Literature/Intergroup Liaison [5]
 - j. Audio-Visual
 - k. Special Needs [2]
 - l. Archivist and Historian [17]
- J. Each District Committee Member (DCM)

1.2 All past Delegates may serve as non-voting ex-officio members on the Area Committee. Past Delegates are encouraged not to stand for Area Officers or Standing Committee Chairs. [13]

1.3 Area Service Committees may be created or eliminated from time to time by 2/3 majority vote of the NETA Assembly. [3]

SECTION 2: AREA ASSEMBLY

2.1 The Northeast Texas Area Committee conducts Spring, Summer, Fall and Winter Assemblies; additional Assemblies as needed may be called.

2.2 A general election is held during the Fall Assembly of even-numbered years for the purpose of electing all Area Committee Officers, Delegate and Alternate Delegate, using Third Legacy Procedures. If an Alternate Area Committee Officer or Alternate Delegate vacancy subsequently occurs, a special election shall be held at the first possible assembly. Chairpersons for the Area Service Committees (see 1.1.I above), chosen from lists of NETA trusted servants who have indicated their willingness to serve in the positions, shall be agreed upon by both the incoming and outgoing Area Chairpersons, subject to NETA Assembly disapproval. The Area Service Committee Chairpersons shall appoint Alternate Chairpersons, to be approved by the Area Committee. [14]

2.3 Voting rights at these Area Assemblies are extended to members of the Area Committee as set forth in article 1.1, and to all General Service Representatives (GSRs) of the Northeast Texas Area. Alternate Area Service Committee Chairpersons (approved under section 2.2) vote only in the absence of the Chairpersons. Alternate DCMs and GSRs vote only if the primary DCM or GSR is not in attendance. In the event neither the primary nor alternate GSR is in attendance, the group should appoint a representative to attend and register as a voting member. The business portion of each NETA Assembly will begin with the NETA Secretary completing a roll call of NETA officers, NETA standing committee chairs, DCMs and GSRs using the NETA registration attendance list. Voting members will sit in a space reserved for voting members only during the business portion of the meeting. [13]

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- 2.4 The activities of the Northeast Texas Area should conform to the guidelines as set forth in Chapters 4 and 5 (IV and V) of the AA Service Manual.
- 2.5 Minutes of Area Assemblies, Area Committee meetings, Agenda of the next Assembly, along with the NETA Newsletter, shall be mailed and/or electronically distributed five to six weeks before the next NETA Assembly, to all groups in the Northeast Texas Area, all members of the Area Assembly, past NETA delegates, General Service Conference members, NETA Intergroup/Central Offices, as well as the General Service Office. [7]

SECTION 3: AREA FINANCE

- 3.1 The Area Treasurer, as directed and authorized by the Area Assembly, shall conduct all financial activities of the Northeast Texas Area.
- 3.2 Where the Area Assembly has approved a budget, the Area Treasurer shall adhere to budget constraints, reporting to the Area Committee whenever expenses will exceed budgeted amounts.
- 3.3 All checks disbursed by the Area Treasurer will have two or three signatures on file at the bank (i.e., Treasurer, Secretary, or Alternate Treasurer).
- 3.4 The Area Treasurer shall make the annual contributions to the General Service Office for Delegate travel expense to the General Service Conference, according to the current budget, General Service Conference advisory action, and Area Committee advisory action.
- 3.5 The Area Treasurer shall make disbursements, annually, for the expenses of the Northeast Texas Delegate and Alternate Delegate to attend the Southwest Regional Delegates Assembly. These disbursements can be made as an advance, up to the amount of the current budgeted figure for said expenses. Expense reports with receipts are to be submitted to the Area Treasurer within 3 months of the SWAARDA. If the expense amount does not exceed the amount of the advance then the amount of the excess funds disbursed are to be returned to the NETA Treasury at the end of each Panel (i.e. two-year term of office). [9] [16]
- 3.6 The Area Treasurer shall make disbursements on alternate years for the expenses of the Northeast Texas Delegate, Alternate Delegate and Area Chairperson to attend the Southwest Regional Forum and the Southwest AA Service Assembly. These disbursements can be made as an advance, up to the amount of the current budgeted figure for said expenses. Expense reports with receipts are to be submitted to the Area Treasurer within 3 months of the Southwest Regional Forum and/or the Southwest AA Service Assembly. If the expense amount does not exceed the amount of the advance then the amount of the excess funds disbursed are to be returned to the NETA Treasury at the end of each Panel. [4] [9] [16]
- 3.7 The Area Treasurer shall disburse to the Northeast Texas Area Delegate general travel expense funds (for the expenses other than those expenses specified in 3.5 and 3.6 above); this disbursement shall be in the current budget or as directed by Area advisory action. These disbursements can be made as an advance, up to the quarterly amount of the current budgeted figure for said expenses. Expense reports with receipts are to be submitted to the Area Treasurer within 3 months of the date(s) that the expenses were incurred. If advanced funds for the year have exceeded receipts submitted for expenses then the amount of the excess funds disbursed are to be returned to the NETA Treasury at the end of each Panel. [9] [16]
- 3.8 The Area Treasurer shall disburse to Area Committee members (other than the Delegate) general expense funds (for expenses other than those expenses specified in 3.5 and 3.6 above). These disbursements can be made as an advance, up to the quarterly amount of the current budgeted figure for said expenses. Expense reports with receipts are to be submitted to the Area Treasurer within 3 months of the date(s) that the expenses were incurred. If advanced funds for the year have exceeded receipts submitted for expenses then the amount of the excess funds disbursed are to be returned to the NETA Treasury at the end of each Panel. [9] [16]
- 3.9 The Area Treasurer shall ensure maintenance of a prudent reserve; this reserve shall be that amount specified in the current approved budget or by Area Committee advisory action.
- 3.10 The Area Treasurer shall provide a comparative accounting of budget items paid verses actual expenses at each Area Assembly. At the Spring Assembly each year a final accounting of budget items paid versus actual expenses for the prior calendar year shall be presented to the Area Assembly. [10]

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SECTION 4: AREA POLICIES FOR ASSEMBLIES/CONVENTION

- 4.1 The Northeast Texas Fall Assembly and Convention shall be sponsored by the Northeast Texas Area Committee.
- 4.2 The Convention Chairperson for the Northeast Texas Area shall appoint all necessary committees to ensure successful Area Assemblies and Convention.
- 4.3 The locations of the regularly scheduled Area Assemblies are to be determined by the Area Committee and the Convention Chairperson. The dates of all Assemblies and Convention to be held on the third weekend of the scheduled months, when possible. The Spring and Fall Assembly/Convention to be centrally located – The Summer and Winter Assemblies to be held in the outlying Districts, outside the DFW Metroplex. [8]
- 4.4 The agenda for the business portions of each Area Assembly will be determined by the Area Committee.
- 4.5 The agenda for the Fall Assembly and Convention shall be the responsibility of the Area Committee. AA Speakers, Chairpersons and Voice of the Convention shall be the responsibility of the Delegate. The Al-anon and Ala-teen speakers and chairperson shall be the responsibility of the Convention Chairperson. To be submitted to the Area Committee for approval. The Agenda is to be finished by May 1 in order to assure ample time for planning, printing, and mailing by the Convention Committee. [11]
- 4.6 Registration charges for the Fall Assembly and Convention shall be determined by the Area Committee and the Convention Chairperson.
- 4.7 The Northeast Texas Area Treasurer shall advance to the Convention Chairperson an agreed upon sum for preliminary Fall Assembly and Convention expenses, such sum to be repaid after completion of the Fall Assembly and Convention. The amount advanced to the Convention Chairperson will be in accordance with the current budget or Area Committee advisory action.
 - A. The check is to be made out to the Northeast Texas Convention; the advanced money is to be placed in a bank and all checks must require at least two signatures, one of which must be the Northeast Texas Area Treasurer.
 - B. Disposition of any surplus money from the Fall Assembly and Convention is to be determined by the Area Committee, as approved by the Area Assembly.
 - C. Any loss incurred by the Fall Assembly and Convention is to be made up by the Northeast Texas Area.
 - D. A complete financial statement will be presented to the Northeast Texas Area Committee upon completion of the Fall Assembly and Convention.
- 4.8 Al-Anon and Alateen are to be invited to participate in the convention portion of the Fall Assembly and Convention, their "program(s)" to be the responsibility of the Al-Anon Chairperson.
- 4.9 The Northeast Texas Area Fall Assembly and Convention shall pay for the transportation, lodging, meals and registration for the following persons:
 - A. All speakers (AA, Al-Anon, and Alateen).
 - B. Al-Anon Chairperson.
 - C. Voice of the Convention. [15]
- 4.10 No expenses or registration is to be allowed for anyone taping meetings at the Fall Assembly and Convention.
- 4.11 Only General Service Conference approved literature, tapes, Grapevine materials and Guidelines are to be displayed and/or sold at the Literature Table during any NETA Assembly and/or Convention.
- 4.12 A General Service Office staff member shall be invited to attend the Fall Assembly and Convention.

SECTION 5: AREA STRUCTURE COMMITTEE

- 5.1 The Area Structure Committee is composed of past Northeast Texas Area Delegates and Past Delegates from other Areas, living in the Northeast Texas Area. They are non-voting, only making suggestions. [6]

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SECTION 6: PROCEDURE FOR AMENDING THESE POLICIES & PROCEDURES

- 6.1 Any member of the Northeast Texas Area may submit a suggested change for the NETA Policies and Procedures to the Area Structure Committee through the Area Committee for consideration and review.
- 6.2 After review, the NETA Structure Committee brings their recommendation to the Area Committee for placement on the NETA Assembly agenda. In the event that the NETA Structure Committee is unable to reach consensus, within two assemblies, the items are brought to the NETA Assembly for resolution.
- 6.3 Amendment of the NETA Policies & Procedures requires a two-thirds (2/3) majority vote of the Assembly for approval.

History of Assembly-approved Amendments and Corrections [12]

Panel 53:

- [1] 03/23/03: 1.1.1.h committee name changed from Grapevine to Grapevine/La Viña
- [2] 03/27/04: 1.1.1.k added - Special Needs Committee formed
- [*] 09/11/04: restored to Assembly-approved 06/2000 version. Responsibility for maintaining P&P assigned to the Area Secretary.
- [3] 09/11/04: 2.6 deleted - duplicate of subsection 1.3
- [4] 09/11/04: 3.6 corrected per Assembly action item 06/99: Area Chair omitted from subsection 3.6 in 7/15/2000 version

Panel 55:

- [5] 01/16/05: 1.1.1.i changed job title of Intergroup Liaison to Literature/Intergroup Liaison
- [6] 03/20/05: 5.1 changed - Structure Committee may include past Delegates from other areas residing in the Area
- [7] 09/17/05: 2.5 changed - allows for electronic distribution of Area mail-out items
- [8] 09/17/05: 4.3 changed - guidelines for scheduling Assemblies and Committee meetings
- [9] 01/22/06: 3.5 - 3.8 added - guidelines for reporting expenses
- [10] 01/22/06: 3.10 changed - guideline for reporting budgeted and actual expenses at Assemblies
- [11] 02/26/06: 4.5 changed - clarification of Convention Chair responsibilities for Assemblies
- [12] 09/17/06: endnote history reviewed for dates of assemblies when P&P changes were approved

Panel 57:

- [13] 03/25/07: 1.2 and 2.3 changed - Past Delegate service activities and assembly voting procedures defined
- [14] 01/19/08: 2.2 changed - hold an election asap if there is a vacancy in an alternate officer position.
- [15] 03/15/08: 4.9 changed - Delegate, Chair & Convention Chair removed (go from Convention to Operating budget effective 2009).
- [16] 06/22/08: 3.5, 3.6, 3.7, 3.8 changed - expense returns reconciliation from a yearly to Panel basis (i.e. every 2 years).
- [17] 09/20/08 1.1.1.j added - Archivist and Historian position - approved by 2008 Fall assembly.