District 2
GUIDELINES AND PROCEDURES MANUAL
2026-2027

TABLE OF CONTENTS

Page 3	District 2 General Overview and Purpose Statement
Page 4	General Qualifications for Officers and Committee Chairpersons
Page 4	District 2 Officers District Committee Member (DCM) – Qualifications and Responsibilities
Page 5	Alternate District Committee Member
Page 6	Secretary
Page 7	Treasurer
Page 7	Committee Chairpersons – Qualifications and Responsibilities
Page 8	CFC and PI/CPC Chairpersons
Page 9	Treatment, Archives, and Grapevine/La Viña Chairpersons
Page 10	Webmaster & Accessibilities Chairperson
Page 11	Newsletter Chairperson
Page 12-16	Checklist for District Mini-Workshops or Hosting an Area Conference
Page 16-19	Procedures – Expense, Election, Removal, and Amending the Guidelines Procedures
Page 20-29	Amendments

A Declaration of Unity

This we owe to A.A.'s future: to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives and the lives of those to come.

I Am Responsible …..

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that, I am responsible.

DISTRICT 2 OVERVIEW AND PURPOSE STATEMENT

District 2 is a geographical unit comprised of Blanco, Buda, Canyon Lake, Driftwood, Dripping Springs, Flatonia, Gonzales, Kyle, Lockhart, Luling, Martindale, McQueeny, New Braunfels, San Marcos, Seguin, Smiley, Spring Branch, Startzville, Waelder, and Wimberly. Other groups may join District 2 that lie outside of this geographical boundary. (Amended Dec 2009, Nov 2012, & Nov 2025)

District 2 is limited in size to assure that the DCM:

A) Communicates with all groups on a regular basis.
B) Is aware of any problems within the groups or district.
C) Finds ways to contribute to the growth and well-being of all groups within District 2.

District 2 will hold monthly meetings on the second Sunday of each month at 2 P.M. except when conflicting with Area 68 Workshops or Assemblies. Meeting location(s) will be determined in December of each year. (Amended Dec. 2009)

DISTRICT 2 GENERAL QUALIFICATIONS FOR OFFICERS AND COMMITTEE CHAIRPERSONS

A. The DCM should have enough sobriety (generally 4-5 years) to be eligible for election as delegate.

B. All other Officers & Committee Chairpersons should have enough sobriety (generally 2-3 years).

C. All Officers & Committee Chairpersons also need to have the time and energy to serve the district well.

D. Each Chairperson should attempt to keep an actual committee and not attempt to serve alone. For example, the CFC Chairperson has a committee to assist him/her. (Amended Oct. 2008 & Feb. 2021) For this purpose, each Committee Chair is empowered and encouraged to recruit and appoint members for their Committee.

E. Sobriety qualification may only be waived if no candidate meets the general 4-5 years requirement. However, it is encouraged that efforts are made to find qualified members for these positions. (Amended Feb. 2021)

DISTRICT 2 OFFICERS:
DISTRICT COMMITTEE MEMBER (DCM)
2 Year Position

1. DESCRIPTION OF THE DISTRICT COMMITTEE MEMBER:

A. The District 2 DCM is the essential link between District 2 groups, GSRs, and the Area 68 Chairperson.

B. The DCM is to be knowledgeable of the group conscience of District 2 and pass on this information to the Area 68 Chairperson, Delegate, and Committees as the need arises.

2. QUALIFICATIONS:

A. The DCM should have served as a GSR, attended District 2 meetings, and Area 68 Workshops and Assemblies for at least 2 years immediately prior to election, a minimum of 2-3 years of stable sobriety, and experience serving in intergroup is suggested. (Amended Feb. 2021)

3. DUTIES: The DCM's job is primarily that of two-way communication. The DCM:

A. Chairs District 2 meetings and attends Area 68 Assemblies.

B. Receives written reports from GSRs and regularly visits groups in District 2.
C. Keeps Area 68 Delegate and Chairperson informed about District 2 activities, concerns, etc.
D. Provides Area 68 Registrar with an updated list of District 2 Officers, Chairpersons, and GSR/Group information.
E. Keeps District 2 informed about Conference activities. The Area 68 Delegate should be invited to present his/her report.
F. Acquaints the GSRs with The A.A. Service Manual, The Twelve Concepts of World Service, Box 4-5-9, workbooks and guidelines from G.S.O., other service material, and conference-approved literature.
G. Helps GSRs make informed reports to groups and encourages them to bring new A.A. members to service events.
H. Organizes workshops, sharing sessions, & district picnic (May). (Amended Nov 2011)
I. Stays in communication regularly with the Alternate DCM, the Area 68 Delegate, and the Area 68 Chairperson.
J. Informs Area 68 Delegate of any Tradition break within District 2. (Amended Oct. 2008)
K. Makes a regular practice of talking to groups (old and new) about the responsibilities of general service work.

ALTERNATE DISTRICT COMMITTEE MEMBER (ALT DCM)
2 Year Position

1. DESCRIPTION OF THE ALTERNATE DCM:

A. The Alternate DCM will assist the DCM in any way needed to help the DCM fulfill the responsibilities of that position. If the DCM must miss a District Meeting, the Alternate DCM will chair the meeting.
B. The Alternate DCM is to be knowledgeable of the group conscience of District 2 and assist the DCM in passing on this information to the Area 68 Delegate, Chairperson, and Committees as the need arises.

2. QUALIFICATIONS:

A. The Alternate DCM should have served as GSR and attended District meetings and workshops, as well as Area 68 workshops

and assemblies for at least 1 year immediately prior to election, a minimum of 2-3 years of stable sobriety, experience serving in intergroup is suggested. (Amended Oct. 2008 & Feb. 2021)

3. DUTIES:

The Alternate DCM:

A. Attends District 2 Meetings and Workshops.
B. Assists the DCM in visiting the groups in the district.
C. Assists the DCM in acquainting the GSRs with The AA Service Manual, The twelve Concepts of World Service, Box 4-5-9 workbooks, guidelines from GSO, other service materials and conference approved literature.
D. Assists the DCM in helping the GSRs make accurate group reports.
E. Assists in planning and organizing workshops, sharing sessions, and District Picnic (May). (Amended Nov. 2011).
F. F. Assists the DCM as asked.
G. Alt DCM also has Treasury responsibilities; please see the Treasurer's job description for those responsibilities defined.

SECRETARY
2 Year Position

QUALIFICATIONS and DUTIES:

A. A minimum of 2 years continuous sobriety, experience in service work at least at the Group level, sobriety may only be waived if an established member of AA recommends them for the position.
B. Attends monthly District meetings.
C. Records minutes of the meeting and verifies attendance.
D. Distributes copies of the previous meeting's minutes to all present at the District meeting. The minutes should be read and amended as needed.
E. Keeps a current list of names and addresses of all GSRs, Committee Members, Committee Chairpersons, the DCM, Alternate DCM, and the Treasurer.
F. Reminds all AA groups in District 2 of upcoming meetings.
G. May appoint or recruit assistance as required. (Amended Feb. 2021)

H. Assists with all District printing needs (Added Nov. 2023)
I. Responsible for the maintenance of the District 2 printer. (Added Nov. 2023)

TREASURER
2 Year Position

SUGGESTED QUALIFICATIONS and DUTIES:

A. A minimum of 2 years of continuous sobriety, experience in service work at least at the Group level, and a skill set in accounting and Excel; sobriety may only be waived if an established member of AA recommends them for the position.
B. Attends District meetings.
C. Provides written and oral reports at each District meeting.
D. The District 2 Post Office Box will rotate with the Incoming Treasurer in November of the election year and leave a forward address for the old PO Box. (Amended Nov. 2011)
E. May recruit or appoint assistance as required to meet duties and responsibilities. (Amended Feb. 2021)

COMMITTEE CHAIRPERSONS

CFC, PI/CPC, Treatment, Archives, Grapevine, Accessibilities, Webmaster, Newsletter (Amended Feb. 2021)

2 Year Positions

The Focus of any Committee Chairperson is to provide information to a specific population within the AA Community.

1. GENERAL QUALIFICATIONS and DUTIES:

A. A minimum of 1-2 years sobriety and has performed service work at group level. This qualification may be waived only if an established member can attest to the character of the candidate. (Amended Feb 2021)
B. Attends District 2 Meetings, Workshops, and the Area 68 conferences related to their chairperson positions.

C. Reports activities and projects of the committee at District meetings.
Reports should be concise and informative.
Areas of discussion are:
1) What the committee is doing
2) What the committee is planning
3) What the committee needs
4) Where the committee meets and how often
5) Name, address, phone number, and e-mail address of Committee Chairperson, all submitted to the Secretary.
(Amended Feb. 2021)

D. Submits all flyers to the DCM for approval of information and to determine potential conflicts with other activities.

E. Informs the District membership how the committee serves each group's needs. The DCM and GSRs will assist and encourage each committee chairperson in informing the groups about the existence of committees and their services.

F. Uses literature from GSO that is relevant and pertinent to committees.

G. Possesses the willingness, ability, and time to devote to this position.

CFC CHAIRPERSON

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 incarcerated alcoholics. Bringing meetings and literature into facilities, raising awareness of the Corrections Correspondence Service (C.C.S.) among "inside" and —outside‖ A.A. members, and helping inmates transition to a local A.A. Community through prerelease contacts are just some of the activities corrections committees support. www.aa.org (Amended Feb. 2021)

PI/CPC CHAIRPERSON

Public Information Committees

Like all of A.A., the primary purpose of members involved with Public Information service is to carry the A.A. message to the alcoholic who still

suffers. Working together, members of local Public Information committees convey A.A. information to the general public through activities such as giving A.A. information talks at schools and civic organization meetings, providing A.A. literature to schools and offices, and ensuring local media have accurate information and providing them with A.A. public service announcements.

Cooperation with the Professional Community (C.P.C.) Committee
Members of C.P.C. committees inform professionals and future professionals about A.A. — what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating. (Amended Feb. 2021)

TREATMENT CHAIRPERSON

To carry the A.A. message effectively, members have formed treatment committees. In addition to bringing the message of hope for recovery to alcoholics in a variety of treatment settings, A.A.s on treatment committees demonstrate to administrators and staff how it works and are instruments of attraction to the A.A. program. The active treatment committee provides information about A.A., as well as literature and guidelines for setting up A.A. meetings in treatment facilities and outpatient settings. www.aa.org

ARCHIVES CHAIRPERSON

Like any other A.A. service, the primary purpose of those involved in archival work is to carry the message of Alcoholics Anonymous. Archives service work is more than mere custodial activity; it is the means by which we collect, preserve, and share the rich and meaningful heritage of our Fellowship. It is by the collection and sharing of these important historical elements that our collective gratitude for Alcoholics Anonymous is deepened. www.aa.org

GRAPEVINE/LAVINA CHAIRPERSON

Announce the latest issue at your meeting. Talk about the magazine's content - the stories make great topics for discussion. Encourage your

group to participate by sending in stories, artwork, or jokes. Spread the word about Grapevine's new services and products.
https://www.aagrapevine.org/get-involved

ACCESSIBILITIES CHAIRPERSON

Accessibilities Committees assist A.A. members who have a variety of challenges in accessing the A.A. message in A.A. meetings, Twelve Step work, and other A.A. services. The pamphlet Serving All Alcoholics provides an overview of opportunities to serve on this committee. www.aa.org (Amended Feb. 2021)

WEBMASTER

Website: www.area68district2.org

QUALIFICATIONS and DUTIES:

The Webmaster Chairperson:

A. Must be knowledgeable about the development and maintenance of a website.
B. Is a technical service position and serves as a communication link for District 2.
C. Must be knowledgeable about information and events relevant to District 2, Area 68, and AA as a whole, and post information about them in a timely manner on the website.
D. D. Coordinates with DCM regarding the content hosted on the District website. (Amended Dec. 2009)
E. Attends monthly meetings and makes monthly reports at District 2 meetings.
F. Maintains monthly communication with a DCM, Committee Chairpersons, GSRs, and groups to assure that District 2 information is current and accurate.
G. Posts current group, District 2, Area 68, and GSO information.
H. Posts current and accurate information about meeting locations, times, and contact numbers. Intergroup information, addresses, locations, e-mail addresses, and phone numbers should be accurate.
I. Keeps information about upcoming AA workshops, assemblies, or special events current and accurate on the website.

J. Posts AA related information on the website. Review and maintain links with other websites containing information about meetings around the state.

NEWSLETTER CHAIRPERSON

District 2 Newsletter Focus: To inform the AA Community of information pertaining to District 2, Area 68, and GSO, and to enhance group participation.

QUALIFICATIONS and DUTIES:

The Newsletter Chairperson:

A. Is a technical service position and serves as a communication link for the district.
B. Must be knowledgeable about information and events relevant to District 2, Area 68, and AA as a whole for articles and/or presentations in the newsletter.
C. Coordinates with DCM regarding content provided in the Newsletter.
D. Has some computer skills.
E. Should attempt to have 2-3 people who help with the content of the Newsletter, and a person who is a capable proofreader. F. Attends monthly meetings and makes monthly reports.
G. Prepares newsletter and makes copies for the groups as needed.
H. Maintains monthly communication with the DCM, Committee Chairpersons, GSRs, and Groups for information to include in newsletters.
I. Keeps 2 copies of each newsletter for archival purposes.

CHECKLIST FOR DISTRICT MINI-WORKSHOPS OR HOSTING AN AREA CONFERENCE

1. MINI-WORKSHOPS AND AREA ASSEMBLY INFORMATION:

A. A District Mini-Workshop can be an invitation to an Area An officer (such as Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, or Area Committees' Chairpersons) or any experienced AA member to give a presentation at the monthly District meeting or at a different time. These presentations could be about various AA topics such as: Traditions, Steps, Concepts, Service, Participation, AA Members' Responsibilities, etc..

C. Hosting a District 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.

2. CHECKLIST FOR HOSTING FUNCTIONS:

A. Scheduling a date for the event

1) Approach the District to obtain cooperation and participation from the groups.

2) Confirm with District, Area, and Groups that the functions do not coincide with any other AA functions. 3) The DCM should approach the Area Chairperson well in advance (a year or more) of the District's interest in hosting an Area Assembly. Many districts approach Area 68 when a new Area 68 Chairperson is elected to the area, so the calendar may be planned in a timely manner.

B. Any interested individual may be elected by the GSRs, Committee Chairpersons, and District Officers to serve as Hosting Assembly Chairperson or Workshop Chairperson.

(Amended Dec. 2009)

C. The GSRs, Committee Chairpersons, and District Officers will elect/select Committee Chairpersons. Committees requiring Chairpersons may include, but are not limited to:

(Amended Dec. 2009)

1) Flyer Committee
2) Hospitality Room Committee
3) Registration Committee

4) Raffle Committee
5) Speaker Committee
6) Clean Up/Policing the Area Committee
7) Selecting a Location Committee
8) Decoration and Podium Committee

D. For Mini-Workshops.

1) Make sure the hosting group is willing to host the Mini workshop.
2) The hosting group should have plenty of space to host a mini-workshop.
3) A mini-workshop should not conflict with regularly scheduled AA meetings.

E. For Area Assemblies: (Amended Dec. 2009)

1) Refer to Suggested Guidelines for Hosting Area Assembly & Workshops. (Added Dec. 2009)
2) District 2 may seek assistance from other experienced AA members in the community or form a committee to find a place to host the event.
3) The DCM will communicate with the District 2 GSRs, Committee Chairpersons, and District Officers regarding arrangements made about the site under consideration for hosting an Area Assembly. After receiving approval from the GSRs, Committee Chairpersons, and District Officers, the DCM will communicate with the Area 68 Chairperson. (Amended Dec. 2009)
4) Plans for Area Assemblies must begin immediately after receiving approval from the Area Chairperson. A confirmation, 1-2 years prior to an Area Assembly, is needed.
5) If deemed necessary, a copy of the contract should be sent to the Area Chairperson. If the DCM and the Area Chairperson agree, the Area Chairperson will sign the contract.
6) The responsibility of Area 68 debts relating to the Area 68 Assembly lies with Area 68. (Amended Dec. 2009)
7) No fees are charged for Area Business Meetings. 8) Some Area Assemblies charge a fee to offset

expenses for speakers, special luncheons, etc. The Area 68 Chairperson will inform the District 2 DCM if such a fee is needed. If there is a registration fee, this committee and the flyer committee may have to coordinate efforts so that the pre-registration funds will be received by District 2.

F. Suggested Checklist for Hotel Accommodations: (Amended Dec. 2009)

1) Ask the hotel to guarantee 30-35 rooms. (Amended Feb.2021)
2) Coffee is not the responsibility of Area 68. Coffee expenses should be paid by AA members through a Hospitality Room or by members' contributions of a set amount as part of the registration process. (Amended Dec. 2009)
3) If District 2 guarantees 30-35 rooms, ask the hotel to donate two Conference Rooms and a Hospitality Room for free. (Amended Feb. 2021)
4) 3 - 7 breakout rooms would be beneficial for meetings, workshops, or business meetings at each Area Assembly. (Amended Dec. 2009)
5) The hotel will usually provide a registration table. The registration table should be well-labeled so members can easily find where to register.
6) Only Area 68 sign-in information and other Area 68 information should be located on the registration table. 7)
7) Tables should be provided close to the registration table for district and group information, flyers, etc.
8) The Registration Committee Chairperson will communicate with the hotel to provide tables, as needed, which will be used as needed for Committee Displays such as Bilingual, Grapevine, Treatment Facilities, and PI/CPC.

3. FLYER COMMITTEE:

A. Flyers should be approved in advance of distribution by both the DCM and the Area Chairperson.

B. Flyers should be distributed to all districts and groups well in advance of the event. Some flyers may need to be mailed or emailed to ensure distribution to all districts and groups within
Area 68. (Amended Oct. 2008)

C. Flyers should be distributed to all Area Intergroups and Central Service Offices, after DCM and/or Area Chairperson's approval. Request that the flyer information be included in their newsletters. (Amended Feb. 2021)

D. No last names should be included on a flyer.

E. Information Flyers should:

1) State the name of the event and the hosting district, and whether or not an Area function.
2) State date, time, and location of the event.
3) Provide a deadline for Area 68 hotel rate reservations. (Amended Dec. 2009)
4) List speakers and agenda
5) If pre-registration is required, include a returnable registration form on the flyer. Pre-registration forms should be returned to the Registration Chairperson, so be certain to include a correct address on the registration form printed on the flyer.

a) Recommend that the Pre-registration form include blanks for:
i) multiple names (two to three),
ii) address and phone information of the registrant,
iii) number of people registering on form b) Amount enclosed

6) Provide a welcome so individuals will want to attend the event.

4. HOSPITALITY COMMITTEE:

A. For District 2 Mini-Workshops:

1) Snacks are always a welcome enhancement to any event. Everyone from the hosting group or district is encouraged to bring an item or beverage.

B. For Area 68 Assemblies:

1) Encourage all groups in a hosting district to contribute and participate.
2) Area Assembly Chairperson/Committee should contact groups by phone, e-mail, or in person to encourage and gain participation.
    a) Each group or individual should be contacted just before the event to coordinate having the promised items at the assigned place at the correct time.
    b) It is the responsibility of the Hospitality Chairperson to have a key to the Hospitality Room and to distribute keys to responsible individuals should the need arise.
    c) Signs with Hospitality Room information and location should be placed in several locations throughout the hotel.

DISTRICT 2 PROCEDURES

EXPENSE PROCEDURES:

A. District Treasurer and Alternate DCM will be on the signature card for the District treasury, at a banking institution of the District's choice. The signature of either the Treasurer or the Alternate DCM must be on all checks written for District expenses.

B. The DCM and/or Alternate DCM should attend all Area Assemblies held four times a year (Winter, Spring, Summer, Fall), all Area 68 Conference, and one Regional Assembly usually held in October or November. District Committee Chairpersons should attend two Area Assemblies each year: the Winter Workshop and the Summer Workshop.
The District will pay expenses upon receipt, provided funds are available. Expenses covered include mileage, hotel room rates per night, possible airfare, and one meal per day. (Amended Oct. 2008 & Nov 2025)

C. Provided money is available and with the approval of the GSRs, Committee Chairpersons and District Officers, District

Committee Chairpersons will be funded to attend the Annual Committee Conferences. Expenses covered will include registration fees, mileage, hotel room rates per night, and one meal per day. (Amended Dec. 2009 & Nov 2025)

D. Provided funds are available and with the approval of the GSRs, Committee Chairpersons, and District Officers, a scholarship may be awarded to assist GSRs from groups lacking sufficient funds for attendance at assemblies. (Amended Dec. 2013) Scholarships will be applied for and/or granted prior to the Area 68 event. If the GSR requests the scholarship after the district meeting, but before the Assembly, the DCM, Alt DCM, and Treasurer can approve the request outside of the district meeting (Amended Nov. 2023)

E. Cash advances are available to those who need them. Individuals receiving money in advance from the District Treasury for any reason are expected to bring a completed expense report, including receipts, and any remaining funds to the next District meeting. (Added Dec. 2013)

F. Funding requests made to Committee Chairs or Officers for any AA expense must be voted on by the GSR's, Committee Chairpersons, and District Officers if the funding request causes the committee chair to exceed their yearly budget. All requests will be considered. (Amended November 2023).

G. All funds or literature earmarked for a specific committee will only be used as such.

H. Each year, in November, the Treasurer will prepare an annual budget for the incoming year to be approved by the GSRs, Committee Chairpersons, and District Officers in December. (Amended Dec. 2009)

I. Mileage calculation is 60% of the current IRS mileage rate. (Committee Approved Jan 2025 & Amended Nov 2025)

J. Meal allowance is a maximum of $25.00 per day of travel. (Committee Approved & Amended Nov 2025)

VOTING PROCEDURES

1. DISTRICT BUSINESS:

A. For all District business, current GSRs, and Committee Chairpersons and District Officers or their alternates may vote. (Amended Dec. 2009) The DCM will only vote in the event of a tie. (Amended Dec. 2017) The DCM should be required to 3rd Legacy rather than required to decide a vote. (Amended Feb. 2021)

B. In the case of a tie, the DCM will vote to serve as a tie breaker.

C. Election is either by written ballot or a show of hands, with a majority of present voting members needed to elect. (Amended Feb. 2021) If there are more than two items, A majority‖ is the process of eliminating the items with the lowest number of votes out of the total until two items are left to vote for. The one receiving the majority of present voting members is the winner. District 2 may also choose to follow the Third Legacy Procedure.
(Amended Nov. 2012)

2. ELECTION OF OFFICERS & CHAIRPERSONS:

A. For the election of District 2 Officers and Chairpersons, each

GSR, Committee Chairperson, and District Officer within District 2 have one vote. (Amended Dec. 2009) The DCM will only vote in the event of a tie. (Amended Dec. 2017 & Feb. 2021) The DCM should never be required to decide an election; 3rd Legacy should be used. (Amended Feb. 2021)

B. Elections are held every other year in September in odd years.

C. Election is either by written ballot or a show of hands, with removal of candidates from the room for election, with a majority of present voting members needed to elect.

D. If there are more than 2 candidates, the majority is the process of eliminating the candidate with the lowest number of votes out of the total, until two candidates are left to vote for. The candidate receiving the majority of the present voting members is the winner. District 2 may also choose to follow the Third Legacy Procedure. (Amended Nov. 2012 & Feb. 2021) 3rd Legacy should

be encouraged as the primary means of election. The process is detailed in the A.A. Service Manual. (Amended Feb. 2021)

E. Election is either by written ballot or a show of hands, with a majority of present voting members needed to elect.

3. REMOVAL OF OFFICERS & CHAIRPERSONS:

A. If the DCM misses three consecutive meetings or fails to perform duties, he or she will be removed from office with a 2/3 vote by the GSRs, Committee Chairpersons, and District Officers. The Alternate DCM steps up to the position of DCM. A new Alternate DCM shall be elected with the voting procedure stated in 2C above. (Amended Nov. 2013)

B. If any other Officer or Committee Chairperson misses three consecutive meetings or fails to perform duties, he or she will be removed from office by a 2/3 majority vote of the GSRs, Committee Chairpersons, and District Officers, and a new Officer or Chairperson shall be elected with the voting procedure stated in 2C above. (Amended Nov. 2013)

AMENDING THE GUIDELINES AND PROCEDURES MANUAL:

A. Guidelines may be amended, if needed, once a year in November.

B. Pending approval by the GSRs, Committee Chairpersons, and District Officers each December, new Guidelines and Procedures Manuals will be distributed in January. (Amended Dec. 2009)

C. All amendments will be noted with the date appearing next to the amendment in the Guidelines and Procedures Manual. Example: (Amendment made on 12/2/2007)

D. Deleted procedures will be recorded on an attached "Changes Made" Page 20. (Amended Feb. 2021)

CHANGES MADE PAGE
AMENDMENTS MADE OCTOBER 2008

P. 1 Renumbered page numbers.

P. 2 Changed address from 1700C Ranch Road 12 to 208 W San Antonio San Marcos, Texas **78666.**

P. 4 Added or fails to perform duties" on section Duties on A line 2.

P. 5 Added or fails to perform duties" on section Duties A line 2.

P. 6 Added provided sufficient funds exist in the general funds" on section Duties on B line 1.

P. 7 Added 4 descriptive phrases A, B, C, and D on section Description of District 2 Secretary. No description had been listed in 2007.

A. A new secretary is voted into office every other year in September on odd years by a simple majority vote of the GSRs.
B. The secretary may be selected by the DCM with a simple majority approval vote by the GSRs.
C. Anyone may stand for Secretary provided he she has the desired qualifications and receive the necessary GSR votes. D. The Secretary may also serve as a GSR.

Added 3 qualifications A, B, and C on section Qualifications. No qualifications had been listed in 2007.

A. The Secretary should have sufficient sobriety. (Usually 2-4 years.)
B. The Secretary should be willing to state qualifications to serve as Secretary.
C. The Secretary should be highly motivated, possessing the time and energy to perform the duties well.

P. 9 Add 4 descriptive phrases A, B, C, and D on section Description of District 2 Treasurer No qualifications had been listed in 2007.

A. A new Treasurer is voted into office every year in September on odd years by a simple majority vote by the GSRs.
B. The Treasurer may be selected by the DCM with a simple majority approval vote.
C. Anyone may stand for Treasurer provided he she has the desired qualifications and receives the necessary GSR votes.
D. The District Treasurer should not be a group treasurer as this could pose a conflict of interest.

Added 3 qualifications A, B, and C on section Qualifications. No qualifications had been listed in 2007.

A. The Treasurer should have sufficient sobriety. (Usually 2-4 years)
B. The Treasurer should be willing to state qualifications to serve as Treasurer.
C. The Treasurer should be highly motivated, possessing the time and energy to perform the duties well.

P. 11 Changed e-mail address to website. Changed website address from www.area68district2.org to www. area 68district2. org. Added 3 qualifications A, C, and D on section Qualifications.
A. The Webmaster should have sufficient sobriety. (usually 2-4 years) C The Webmaster should be willing to state qualifications to serve as Webmaster,
D. The Webmaster should be highly motivated, possessing the time and energy to perform the duties well.
Added or fails to perform duties" on section Duties 3A line 2.

P. 13 Added 4 qualifications A, B, C, and D on section, Qualifications. No qualifications had been listed in 2007.
A. All committee chairpersons should have sufficient sobriety. (usually 2-4 years).
B. Each chairperson should be willing to state qualifications to serve as a chairperson.
C. Each chairperson should be highly motivated, possessing the time and energy to perform the duties well.
D. Each chairperson should attempt to keep an actual committee and not attempt to serve alone. For example, the CF Chairperson has a committee to assist him1her
Added provided sufficient funds exist in the general fund" on section
Funding and Workshops on B line 1.

CHANGES MADE PAGE / AMENDMENTS MADE DECEMBER 2009

P. 1 Renumbered page numbers.

P. 2 Added "Gruene and "Spring Branch". Deleted "The meetings will be held at The River Group located at 208 W San Antonio Street, San

Marcos, Texas 78666. " Added "Meeting location(s) will be determined in December of each year'.

P. 3 Added, Committee Chairpersons and District Officers" in Section 1 (13).

P. 4 Added ", Committee Chairpersons and District Officers in Section 3(A), lines 3 and 6. Added ", Committee Chairpersons and District Officers in Section 3(C).

P. 5 Added ", Committee Chairpersons and District Officers in Section 1 (A). Added ", Committee Chairpersons and District Officers in Section 3(A), line 3.

P. 6 Changed" selected "to "elected by a simple majority of the GSRs, Committee Chairpersons and District Officers in Section3(A), line

P. 7 Added Committee Chairpersons and District Officers in Section 1 (A). Added ", Committee Chairperson and District Officer" in Section 1 (B). Added ", Committee Chairpersons and District Officers in Section 3(A), lines 3 and 5.

P. 9 Added " Committee Chairpersons and District Officers in Section 1 (A). Deleted Section 1 (13), "The Treasurer may be selected by the DCM with a simple majority approval vote by the GSRs. and renumbered the remaining paragraphs. Added Committee Chairperson and District Officer' in Section 1 (B). Added Committee Chairpersons and District Officers" in Section 3(A), lines 3 and 4.

P. 10 Added Committee Chairpersons and District Officers" in Section 4(C). Added Committee Chairpersons and District Officers" in Section 4(D). Added Committee Chairpersons and District Officers‖ in Section 4(E). Deleted Committee expenses will be presented at District meetings and voted upon by the GSRs. under EXPENSE PROCEDURES.

P. 11 Added and the outgoing Webmaster‖ to Section 1 (A), line 1. Added Committee Chairpersons and District Officers in Section 1 (A). Added Coordinates with DCM regarding the content hosted on the District website. " under Section

P. 12 Added ", Committee Chairpersons and District Officers" in Section 3(A), lines 3 and 5.

P. 13 Added "Newsletter‖ in the list of committees in the heading. Added Committee Chairpersons and District Officers in Section 2(C). Added Committee Chairpersons and District Officers in Section 2(D). Added Committee Chairpersons and District Officers" to the bolded information relating to a tie vote.

P. 14 Added ", Committee Chairpersons and District Officers" in Section 5(A), lines 5 and 7.

P. 15 Added "I Committee Chairpersons and District Officers" to vote by District 2 GSRs is required to amend or delete any Committee Chairperson's Procedures."

P. 16 Added "DISTRICT 2 NEWSLETTER CHAIRPERSON" to the District 2 Guidelines and Procedures Manual.

P. 18 Added "DISTRICT 2 NEWSLETTER STRUCTURE" to the District 2 Guidelines and Procedure Manual.

P. 19 Added ", Committee Chairpersons and District Officers in Section 2(B). Added "I Committee Chairpersons and District Officers in Section 2(C).

P. 20 Added "I) Refer to Suggested Guidelines for Hosting Area Assembly& Workshops. " In Section 2(E) and renumbered subsequent paragraphs. Added Committee Chairpersons and District Officers in Section 2(E)(3), -lines 1 and 4.

P. 21 Changed "all debts" to "Area 68 debts" in Section 2(E)(6).Moved Section 5(A)(5)and(6) of the 2008 Guidelines and Procedures Manual "5) No fees are charged for Area Business Meetings. " and "6) Some Area Assemblies charge a fee to offset expenses for speakers, special luncheons, etc. The Area 68 Chairperson will inform the District 2 DCM if such a fee is needed. If there is a registration fee, this committee and the flyer committee may have to coordinate efforts so the pre-registration funds will be received by District to Section 2(E) of the 2009 Guidelines and Procedures Manual and renumbered appropriately. Deleted "Any excess money from the Assembly will be donated to Area 68 for reimbursement of incurred expenses for the Assembly." from Section 2(F)(2).Changed "At least to in Section 2(F)(4).Moved Section 5(A)(1-4) of the 2008 Guidelines and Procedures Manual:"1.) The hotel will usually provide a registration table. The registration table should be well labeled so members can easily find where to register 2.) Only Area 68 sign in information and other Area 68 information should be located on the registration table. 3.) Tables should be provided close to the registration table for district and group information, flyerflyers, etc. 4.) The Registration Committee Chairperson will communicate with the hotel to provide tables, as needed, which will be used as needed for Committee Display as such as Bilingual, Grapevine, Treatment Facilities, and

P//CPC. to Section 2(F) of the2009 Guidelines and Procedures Manual and renumbered appropriately.

P. 22 Deleted "Provide a directional map." And added "Provide a deadline for Area 68 rate for hotel reservations. " In Section 3(E)(3).

P. 24 Deleted "only and added Committee Chairpersons and District Officers to Section 1 (A).Added ", Committee Chairperson and District Officer to Section 2(A).Changed "Once a change has been made, it will go into effect in December to "Pending approval by the GSRs, Committee Chairpersons and District Officers each December, new Guidelines and Procedures Manuals will be distributed in January under AMENDING THE GUIDELINES AND PROCEDURES MANUAL, Section

CHANGES MADE PAGE: AMENDED NOV. 2011

P.1 Page 27-28 Added Nov. 2011after Dec. 2009

P.4 I. Changed "Organizes workshops and/or sharing sessions on service activities" To: "Organizes workshops, sharing sessions, & district picnic (May)"

P.6 F. Changed "Assists in planning and organizing workshops and/or sharing sessions on service activities‖ To: Assists in planning and organizing workshops, sharing sessions, & district picnic (May).

P.9 Added under Treasurer Duties "E", Rotate PO BOX with New Treasurer.

P.11 A. Added the word "current"

P.16 A. Added the word "current"

P.18 1). Deleted sentence "At this time, e-mailing the newsletter was not wanted."

P.24 Added 2, "C‖:"Election is either by written ballot or show of hands, with a majority needed to elect. District 2 may also choose to follow Third Legacy Procedure.

CHANGES MADE PAGE: AMENDED NOV. 2012

P.1 Added: Page 29: Changes Made Page (Amended Nov. 2012)

P.2 Added: Canyon Lake to list of cities (Amended Nov. 2012)

P.24 Added 1, —C‖: —Election is either by written ballot or show of hands, with a majority, of present voting members, needed to elect. If there is more than 2 items; A —majority‖ is the process of eliminating the _items‘ with the lowest number of votes out of the total until two =

_items‘ are left to vote for. The one receiving the majority, of present voting members, is the winner. District 2 may also choose to follow Third

Legacy Procedure. (Amended Nov. 2012)‖

P.24 Changed/Added 2, —C‖: —Election is either by written ballot or show of hands, with a majority, of present voting members, needed to elect. If there is more than 2 candidates; A —majority‖ is the process of eliminating the _candidate‘ with the lowest number of votes out of the total, until two _candidates‘ are left to vote for. The candidate receiving the majority, of present voting members, is the winner. District 2 may also choose to follow Third Legacy Procedure. (Amended Nov. 2012)‖

CHANGES MADE PAGE: AMENDED NOV. 2013

Entire Manual was reviewed for duplication, simplification, and clarification. Please review 2012 Manual for changes made.

P.6 D: Grant changed to scholarship

E: Added statement of return of funds and/or receipts and original statement E was then moved to become H

CHANGES MADE PAGE: AMENDED NOV. 2014

Title page: Removal of amendments.

P4, B added the word‘written‘.

P5, B _of the meeting‘

P7, A&D: Put subject D into the A position in order and changed the word ‘should‘ to _must‘.

P8, G added: _Possesses the willingness, ability, and time to devote to the position.‘

P9, G: Removed —expect to make a minimum of 50 copies‘ Added _as needed.‘

P14-2B: Added —with removal of candidates from the room for election‘ Creation of with vote to keep the same by body. Previous D removed. Positions to be voted upon. Removal of E to qualify Webmaster and Newsletter to be voted upon during election as any other Chairperson.

P16-18 Removed from written Manual, but preserved in Archives and with current DCM to be transferred at time of rotation.

AMENDED NOV 2015

P6, D. Added: Scholarships shall be applied and/or granted prior to the Area 68 event.

AMENDED DEC 2017

Amendments added back to written copy.

P14, 1, A Added The DCM will only vote in the event of a tie.

P14, 2, A Added The DCM will only vote in the event of a tie.

CHANGES MADE PAGE AMENDED FEBRUARY 2021

P 2 Changed TABLE OF CONTENTS.

P 4 Added D. C to CF (CFC).

Added - For this purpose each Committee Chair is empowered and encouraged to recruit and appoint members for their Committee.

Added E. Sobriety Qualification may only be waived in the event no candidate meets the general 4-5 years. However, it is encouraged efforts to be made to find qualified members for these positions.

P 5 Added Top Title - DISTRICT 2 OFFICERS:

Added 2. A. for at least 2 years immediately prior to election, a minimum of 2-3 years of stable sobriety, experience serving in intergroup is suggested.

Added D. Chairpersons

P 6 Added 2. A. for at least 1 year immediately prior to election, a minimum of 2-3 years of stable sobriety, experience serving in intergroup is suggested.

Added G. Alt DCM also has Treasury responsibilities; please see Treasure for those responsibilities defined.

P 7 District 2 Secretary

Added A. A minimum of 2 years continuous sobriety, experience in service work at least at Group level, sobriety may only be waived if an established member of AA recommends them for the position.

Added G. May appoint or recruit assistance as required.

District 2 Treasurer

Added to Title: **Suggested** Qualifications and Duties:

A. A minimum of 2 years continuous sobriety, experience in service work at least at Group level, and a skill set in accounting and office

excel; sobriety may only be waived if an established member of AA recommends them for the position.

E. May recruit or appoint assistance as required to meet duties and responsibilities.

P 9 Added Title 2

Rearranged titles to CFC, PI/CPC, Treatment, Archives, Grapevine, Webmaster and Newsletter to CFC, PI/CPC, Treatment, Archives, Grapevine, Accessibilities, Webmaster, Newsletter

Added Accessibilities.

Added 1. A. A minimum of 1-2 years sobriety and has performed service work at group level. This qualification may be waived only if an established member can attest to the character of the candidate.

Added 5) all submitted to Secretary.

P 10 Added District 2 CFC Chairperson and PI/CPC description.

P 11 Added District Treatment, Archives, Grapevine and Accessibilities Chairpersons description.

P 12 Deleted Title 2 Year Position

P 13 Deleted Title 2 Year Position P

16 Added F. 1) rooms.

Added F. 3) 30-35 rooms, ask the hotel to donate two Conference Rooms and a Hospitality Room for free.

Added 3. C. ,after DCM and/or Area Chairperson‘s approval. P

17 Added E. 1) and whether or not an Area function.

a) Recommend Pre-registration form include blanks for:

i) multiple names (two to three),

ii)address and phone information of registrant, iii) number of people registering on form b) Amount enclosed

4. B. 2) Area Assembly Chairperson/Committee should contact groups by phone, e-mail, or in person to encourage and gain participation.

P 18 & 19

1. A. The DCM should be required to 3rd Legacy rather than required to decide a vote.

   C. Election is either by written ballot or show of hands with a majority of present voting members needed to elect.

2. A. The DCM will only vote in the event of a tie. (Amended Dec. 2017)

2. A. The DCM should never be required to decide an election, 3rd Legacy should be used.
2. D. District 2 may also choose to follow Third Legacy Procedure. (Amended Nov. 2012) 3rd Legacy should be encouraged as the primary means of election. The process is detailed in the A.A. Service Manual.

P 19 Added C. (AMENDING THE GUIDELINES AND PROCEDURES MANAUL)
All amendments will be noted with the date appearing next to the amendment in the Guidelines and Procedures Manual..
Example: (Amendment made on 12/2/2007)
Added D. Deleted procedures will be recorded on an attached "Changes Made" Page 20.

AMENDED November 2023

P7 Added the following

H. Assists with all District printing needs (Added Nov. 2023)

I. Responsible for maintenance of district 2 printer.

P8 Added the following

E. If the GSR requests the scholarship after the district meeting, but before the Assembly, the DCM, Alt DCM and Treasurer can approve the request outside of the district meeting

F. Funding requests made Committee Chairs or Officers for any AA expense must be voted on by the GSR's, Committee Chairpersons, and District Officers if the funding request causes the committee chair to exceed their yearly budget. All requests will be considered

AMENDED November 2025

Page 3 District 2 Overview– Updated geographical city/town list to match Area 68's list and corrected the note to state that groups that lie outside the district boundaries may also choose to participate in District 2.

Page 8 Moved Expense Procedures section to Page 16—amended Mileage allowance policy as approved by the district 2 committee in January 2025.

Page 16 **Added** District Committee Chairpersons should attend two Area Assemblies each year: the Winter Workshop and the Summer Workshop. The District will pay expenses upon receipt, provided funds are available. Expenses covered include mileage, hotel room rates per night, possible airfare, and one meal per day. (Amended Oct. 2008 & Nov 2025)

Page 19 Amended the meal policy to a maximum of $25.00 as approved by the district committee in November 2025.