

# Northeast Texas Area (NETA) 65 Policies and Procedures <sup>[\*]</sup>

**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. In the event of emergency or unforeseen events, the Area Committee and Assembly may suspend any part of the policies and procedures necessary to conduct area business. Suspension requires substantial unanimity of 3/4 majority." <sup>[23]</sup>

## SECTION 1: AREA COMMITTEE

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1.1 The following shall comprise the Northeast Texas Area Committee:

- A. Each District Committee Member (DCM) <sup>[41]</sup>
- B. Chairperson
- C. Alternate Chairperson
- D. Secretary
- E. Alternate Secretary
- F. Treasurer
- G. Alternate Treasurer
- H. Delegate
- I. Alternate Delegate
- J. Chairpersons of all Area Service Committees
  - a. Public Information
  - b. Cooperation with the Professional Community
  - c. Corrections
  - d. Treatment
  - e. Convention
  - f. Archives
  - g. Newsletter
  - h. Grapevine/La Viña <sup>[1]</sup>
  - i. Intergroup Liaison <sup>[5][18]</sup>
  - j. Literature/Audio-Visual <sup>[18]</sup>
  - k. Translation Services Committee <sup>[28]</sup>
  - l. Special Needs-Accessibility <sup>[2] [20] [30]</sup>
  - m. Technology and Communications <sup>[35]</sup>

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. <sup>[13]</sup>

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

1.4 All standing committee chair positions when empty mid-panel (in the absence of an alternate chair) be filled by appointment of the sitting Area Chair and Immediate Past Area Chair (or most recent Past Area Chair available). <sup>[38]</sup>

## SECTION 2: AREA ASSEMBLY

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2.1 The Northeast Texas Area Committee conducts Spring, Summer, and Fall Assemblies; additional Assemblies as needed may be called. <sup>[25]</sup>

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.J above) shall be chosen from lists of NETA trusted servants who have indicated their willingness to serve in the positions and agreed upon by a nominating committee consisting of the incoming and outgoing Area Chairpersons and the incoming Area Alternate Chairperson, subject to NETA Assembly disapproval. The Area Service Committee Chairpersons shall appoint Alternate Chairpersons, to be approved by the Area Committee. <sup>[14] [29] [40] [41]</sup>

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

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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. In-person voting members will sit in a space reserved for voting members only during the business portion of the meeting. Online voting members will be designated with a vote identifier in front of their name. The identifier to be set by the NETA Secretary as part of the roll call process. All voting members shall be given the opportunity to cast their vote in the manner that aligns with the format of the Assembly (in-person, hybrid or virtual).” [13] [44]

- 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]
- 2.6 NETA Service Committees that choose to develop guidelines, workbooks or pamphlets as “service pieces” will submit them to the Area Committee for review and approval. A NETA Standing Committee service piece is defined as a document that describes how the committee will provide service to the NETA or AA as a whole.
- 2.7 Suspend the reading of the minutes at ACMs and Assemblies with all changes and corrections to be submitted to the Secretary prior to the business section of the ACM and Assemblies so that the amended/corrected minutes can be approved by the body. [39]

### SECTION 3: AREA FINANCE

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- 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. Any requests for budget increases above the approved budget amount shall be submitted to the Finance Committee for review and comment prior to being brought to the Area Committee.” [36]
- 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]

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- 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 versus 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. Committee Chairs who have a separate bank account for NETA contributions are to provide quarterly finance reports to the NETA Treasurer including most recent bank statement (Reports by March 1, June 1, Sept. 1, and Dec 1 each year). [10] [31]
- 3.11 Any contract affecting NETA 65 shall be signed by two NETA 65 trusted servants, one of which must be an officer of the North East Texas Area of Alcoholics Anonymous, Inc. as registered with the Secretary of State of Texas. [22]
- 3.12 For Trusted Servants that receive a budget from NETA, receipts will be accepted by the Area Treasurer for Assembly or Area Committee events, workshops, presentations or any service performed on behalf of NETA. Expenses include, but are not limited to, hotels, meals, mileage, printing, postage and any other expense that is directly related to services performed on behalf of NETA. Expenses are not accepted for any sort of AA speaker, Step or Tradition meetings. NETA does not perform AA meetings. [24]
- 3.13 The Finance Committee shall consist of the Treasurer "who chairs the meeting," the Alternate Treasurer, Delegate, Area Chair, Area Secretary, and all past Treasurers and Delegates who wish to serve, Finance Committee meetings are opened to all AA members as observers. The primary duty of the Finance Committee is to draft an annual NETA budget which the Treasurer presents to the Area Assembly. [26]

### SECTION 4: AREA POLICIES FOR NETA65-ORIGINATED EVENTS/BUSINESS MEETINGS [42, 45]

- 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. The Convention Chair will utilize DCMs as a crucial communication link to the groups to encourage attendance at the Convention. [33]
- 4.3
- A. The locations of the regularly scheduled Area Assemblies are to be determined by the Area Committee and the Convention Chairperson. The dates of the Spring and Fall Assemblies and Convention are to be held on the third weekend of the scheduled months, and the Summer Assembly shall be held on the fourth weekend of the scheduled month, when possible. [43] The Spring and Fall Assemblies, with the Fall being the Assembly / Convention in even-numbered years and the Assembly / Service Workshop in odd-numbered years, will be held in the DFW area, and the Summer Assembly will be held in the hosting district outside the DFW area when possible. In the first quarter, there shall be 3 orientation / workshops, one in the Western section of the Area, one in the DFW area, and one in the Eastern section of the Area. Locations and schedules to be determined by the Area Committee. [8] [21] [25] [42]
- B. Where possible, all NETA65-originated events/business meetings should have the option of in-person, hybrid, or virtual participation. Area Standing committee meetings, workshops, etc. may include a virtual component, at the discretion of the committee or host. [45]
- 4.4 The agenda for the business portions of each Area Assembly will be determined by the Area Committee.
- 4.5
- A. The agenda for the Fall Assembly and Convention shall be responsibility of the Area Committee. AA Speakers, Chairpersons, and Voice of the Convention shall be the responsibility of the Delegate and be submitted to the Area Committee for approval. Delegate will consult with the Treasurer and Convention Chair regarding budgetary restrictions before inviting speakers. The Agenda is to be finished by May 1 in order to assure ample time for planning, printing, and

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mailing by the Convention Committee.

- B. The agenda for the Fall Assembly and Service Workshop shall be responsibility of the Area Committee. Selection of speakers & chairpersons for the Service Workshop shall be the responsibility of the Delegate and be submitted to the Area Committee for approval. <sup>[11][32][42]</sup>
- 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 The Northeast Texas Area Fall Assembly and Convention shall pay for the transportation, lodging, meals and registration for AA Speakers. <sup>[32]</sup> No expenses or registration is to be allowed for anyone taping meetings at the Fall Assembly and Convention.
- 4.9 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.
- 4.10 A General Service Office staff member shall be invited to attend the Fall Assembly and Convention.
- 4.11 The Area Committee will only bring motions to the Fall Assembly that require immediate action (e.g. items requiring budgetary votes or items needing resolution prior to the March Assembly). <sup>[34]</sup>

## 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. <sup>[6]</sup>

## SECTION 6: PROCEDURE FOR AMENDING THESE POLICIES & PROCEDURES

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- 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 one Assembly, the items are brought to the NETA Assembly for resolution. <sup>[27]</sup>
- 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 <sup>[12]</sup>

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### Panel 53:

- [1] 3/23/03: 1.1.I.h Change: committee name from Grapevine to Grapevine/La Viña
- [2] 3/27/04: 1.1.I.k Added: Special Needs Committee formed
- [\*] 9/11/04: restored to Assembly-approved 06/2000 version. Responsibility for maintaining P&P assigned to the Area Secretary.
- [3] 9/11/04: 2.6 Removed: - duplicate of §1.3
- [4] 9/11/04: 3.6 Change: corrected per Assembly action item 06/99. Area Chair omitted from §3.6 in 7/15/2000 version.

### Panel 55:

- [5] 1/16/05: 1.1.I.i Change: job title of Intergroup Liaison to Literature/Intergroup Liaison

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- [6] 3/20/05: 5.1 Change: Structure Committee may include past Delegates from other areas residing in the Area
- [7] 9/17/05: 2.5 Change: allows for electronic distribution of Area mail-out items
- [8] 9/17/05: 4.3 Change: guidelines for scheduling Assemblies and Committee meetings
- [9] 1/22/06: 3.5 - 3.8 Added: guidelines for reporting expenses
- [10] 1/22/06: 3.10 Change: guideline for reporting budgeted and actual expenses at Assemblies
- [11] 2/26/06: 4.5 Change: clarification of Convention Chair responsibilities for Assemblies
- [12] 9/17/06: Endnote history reviewed for dates of assemblies when P&P changes were approved

### Panel 57:

- [13] 3/25/07: 1.2 and 2.3 Change: Past Delegate service activities and assembly voting procedures defined
- [14] 1/19/08: 2.2 Change: hold an election ASAP if there is a vacancy in an alternate officer position.
- [15] 3/15/08: 4.9 Change: Delegate, Chair & Convention Chair removed (go from Convention to Operating budget effective 2009).
- [16] 6/22/08: 3.5- 3.8 Change: expense returns reconciliation from a yearly to Panel basis (i.e. every 2 years)
- [17] 9/20/08: 1.1.I.j Added: Archivist and Historian position approved as a funded and non-voting Area Committee member who may sign up for an additional term with no guarantee of re-appointment.

### Panel 59:

- [18] 3/22/09: 1.1I i & 1.1I j Change: beginning in Panel 61, separated Literature and Intergroup Liaison into two separate committees and moved Audio Visual into Literature Committee.
- [19] 3/28/10: 2.6 Added: Service Committees developing "services pieces" review and approval process defined.
- [20] 5/23/10: 1.1Id & 1.1Ik Change: beginning in Panel 61, Treatment Facilities and Special Needs combined into one committee called Treatment/Special Needs/Accessibilities.
- [21] 9/18/10: 4.3 Change: guidelines for scheduling Assemblies and Committee meetings

### Panel 61:

- [22] 1/15/11: 3.11 Added: all contracts signed by 2 trusted servants, one must be officer of NETA, Inc
- [23] 3/19/11: Change: Preamble added sentence to allow for suspension of P&P for emergencies
- [24] 3/18/12: 3.12 Added: describes eligible expenses
- [25] 6/17/12: 2.1 and 4.3 Change: remove Winter assembly and replace with 3 orientation /workshops

### Panel 63:

- [26] 3/23/13: 3.13 Added: defines the members and duties of the Finance Committee.
- [27] 9/21/13: 6.2 Change: timeframe of recommendations from Structure Committee reduced from two Assemblies to one
- [28] 9/21/13: 1.1.I Added: Translation Services Committee formed
- [29] 6/7/14: 2.2 Change: process of electing Area Standing Committees to 3<sup>rd</sup> Legacy Election at the Fall Committee meeting
- [30] 9/20/14: 1.1.I.m Added: Special Needs Committee formed

### Panel 65:

- [31] 9/23/15: 3.10 Change: Committee chairs with separate bank accounts shall provide quarterly finance reports to the Treasurer.
- [32] 6/18/16: 4.8 Removed: took out Al-anon and Alateen participation in Convention part of Assembly
- [33] 6/18/16: 4.2 Change: add utilization of DCMs to encourage attendance at the Convention
- [34] 6/18/16: 4.11 Added: only motions requiring immediate action will be brought to the Fall Assembly

### Panel 67:

- [35] 9/22/18: 1.4 & 1.1.I.n Added: Technology standing committee
- [36] 3/17/18: 3.2 Change: Defined procedure for amending budget line items
- [37] 9/22/18: 1.1.I.k. Removed: Eliminated position of "Archivist and Historian"

### Panel 69:

- [38] 3/17/19: 1.5 Change: Procedure for replacing empty standing committee chairs mid panel
- [39] 3/17/19: 2.7 Added: Suspend reading of the minutes at Assemblies and ACM's
- [40] 6/28/20: 2.2 Change: Process of selecting Area Standing Committee Chair
- [41] 10/10/20: 1.1 Change: Move DCMs to position 1.1A
- [42] 10/10/20: 4.3, 4.5b Added: Creation of a biennial Service Workshop in place of the Fall Convention on odd-numbered years

### Panel 71:

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- [43] 3/19/22: 4.3 Change: Moved Summer Assembly from 3<sup>rd</sup> weekend to 4<sup>th</sup> weekend of month.
- [44] 3/19/22: 2.3 Added: Established mechanism for online voting.
- [45] 6/25/22: 4.3 Added: §4.3B; Changed title of §4 and moved items from 4.3 to 4.3A.