

Texas Area Service Structure & Bylaws

ARTICLE I. Robert's Rules of Order

- A. Incorporate the Rules of Order as stated in the World Service Manual. Discussion during the meeting may be limited at Area Chair's discretion.
- B. In the event where the group conscience is not in session and a situation arises requiring action before the Texas Area Service voting body is scheduled to meet again, the Executive Board, which consists of the Area Chairperson, Area Vice Chairperson, Area Treasurer, and Area Secretary may meet to conduct Area business.

ARTICLE II Voting Procedures

- A. The area voting members shall be Area Officers, Committee Chairs, DSR, GSR or Alternate GSR, Delegates or Alternate Delegates, Advisory Board, Steering Committee, Trusted Servants, Member at large holding no position in Area, and Chair in case of a tie.
- B. Member At large to be selected by Area Chair, at the beginning of each meeting.
- C. Any voting member can proxy their vote in writing to a voting member in the event of their absence, proxy must be presented at the meeting.
- D. Voting Members can carry no more than two (2) votes.

ARTICLE III Voting Quorum

- A. Two third (2/3) of the voting members present.
- B. Three fourths (3/4) voting members to change bylaws.

ARTICLE IV Delegate and Area Officer Elections

- A. The number of delegates shall be determined as set forth in the World Service Manual.
- B. Delegate and area officer elections shall be held at the February Area meeting. Any party interested in an Areas position shall submit a written **service** resume at the January meeting.
- C. Delegates are required to have previously served and completed service work on the group, district and area levels, as well as meet all qualifications as set forth by the World Service Manual.

ARTICLE V Regional Service Assembly

- A. According to the World Service manual, Subsection Regional Service Assembly, Delegates and Area Chairpersons expense should be provided exclusively by their local areas. The Regional Service Assembly is held annually.
- B. The WSC delegates and Area Chairpersons may carry no more than two votes at the Regional Assembly (one proxy pursuant to WSC voting procedures). All proxies must be approved by the Area Chair before attending the Regional Assembly.

- C. The purpose of the Assembly is for the election of the trustee candidates to be placed on the Trustee-Elect slate. Each area may submit a complete service resume, which must be signed by the Area Chair and a statement of willingness to serve at the World Service Level. The Regional Assembly will consider the names submitted by each Area for nominations as Trustee. The Area shall approve any and all candidates for Regional Trustee within the Texas Area no later than September's meeting prior to the scheduled Regional Assembly each year.
- D. Prior to the Regional Assembly, the Area Chair will hold a meeting for the voting members of the assembly from Texas Area. This meeting will be held at the Regional Convention, but prior to the Regional Assembly. The Area Chair will determine the time and local of said meeting.
- E. In a case where the Area Chair cannot be present at the Regional Conference, the Vice Chair will conduct the meeting to discuss voting procedures.

ARTICLE VI **Frequency of Area Meeting**

- A. Texas Area Service shall hold monthly meetings.
- B. The meetings will be held on the second Saturday at 2:00 p.m.
- C. Other regular Area meetings may be scheduled by a group conscience or Area Chair by determining the meeting date, location and time at least 30- days prior to said meeting.

ARTICLE VII **Location of Meetings**

- A. The Texas Area Service meeting shall be held at 4609 Laura Koppe; however, upon group conscience decision, the meeting may be taken to other locations in Texas Area.

ARTICLE VIII **Meeting Attendance**

- A. All positions at the Area level are allowed only three (3) absences a year.
- B. In the event of more than allowed absences the Area may decide by a group conscience to keep that individual in the position depending on the circumstances of the absence.
- C. Notification of the absence is to be given to the Area Chair prior to its occurrence and, whenever possible a written report submitted and a vote provided to another member.
- D. All voting members are expected to attend Area meetings on a regular basis and submit a written report at each meeting.

ARTICLE IX **Financial Guidelines**

- A. **Money Handling Techniques:**
 - A) Do not borrow funds from the treasury: There is no reason for anyone to borrow the Texas Area Service funds!
 - B) There will be NO commingling of funds. Personal monies and TAS monies shall NEVER be combined or co-mingled.

B. Prudent Reserve:

A) Texas Area Service shall keep a prudent reserve of three (3) months operating expenses. All monies as it relates to 7th tradition exceeding prudent reserve will be passed on to the next level, the World Service Office (WSO).

B) Prudent reserve is set at \$3156.00 which includes a 25% contingency.

C) This amount may be changed with approval of a 2/3 majority group conscience vote of Texas Area Service.

D-1) In the event that the 7th tradition funds are depleted; the order of spending from other area funds are to be as follows: 1. H&I, 2. Chips and Literature, 3. Prudent Reserve, 4. C.A.T.W., 5. Convention.

D-2) The order of fund replacement will be as follows unless otherwise determined by 2/3 majority vote: 1. Operating Expenses, 2. Chips and Literature, 3.H&I, 4. C.A.T.W., 5. Convention, 6. Prudent Reserve.

C. Bank Deposit Procedure:

A) Depositing of funds shall be made on the following business day. The Texas Area Service treasurer should keep the receipt that is given by the bank in a safe place and reconcile with the bank statement at the end of the month.

D. Area Fundraisers and Other Events:

A) Every Texas Area Service event should have a treasurer. This individual is responsible to the event committee and the Texas Area Treasurer for timely financial reports. The Texas Area Service treasurer can also serve if necessary in this capacity.

B) At the end of the event a reconciliation of income and expenses needs to be forwarded to the Texas Area Treasurer along with any donations from that event to the Area. A copy of this reconciliation should be available to all members of the Texas Area Service committee.

E. Bank Account Maintenance:

A) Checking Accounts should require two signatures. Those authorized to sign consist of the Texas Area Service Chairperson, Vice Chairperson, Secretary and Treasurer.

B) Checks should never be pre-signed.

C) The Texas Area Service treasurer is a required signer in order to facilitate the proper conducting of Texas Area Service business.

D) The Area Treasurer shall handle the checkbook for the Area account.

F. Request for Funds:

A) All requests for funds from Texas Area Service Must have written verification i.e. receipts, quotes, invoices etc. A receipt should accompany all requests for reimbursements.

B) For expenditures over \$500.00, there must be a 3 bid process to verify that the Area is getting the best deal possible.

G. Treasurer Replacement:

- A) Upon resignation / or Election of a new treasurer, a new bank signature card shall go into effect in no later than 3 business days.
- B) The current treasurer shall go to the bank, get signature cards, have them signed and return them to the bank immediately. This is done so that the new treasurer can take over their newly assigned duties.
- C) When a treasurer is elected all records need to be turned over to the new treasurer. The former treasurer should be available to assist the new treasurer in continuing a successful financial statement for the Area by the next reporting period following the new treasurer's election.

H. Financial Review:

- A) A financial review of Texas Area Service financial records should take place at least once a year by the Texas Area Service Chairperson, Vice Chairperson, Secretary and Treasurer.

I. Bank Deposits Procedures for Fundraisers

- A) When the Fundraisers are held at a group level i.e. "Celebrate Around the World", the area Treasurer or Area Secretary shall deposit monies the next business day into the Texas Area Service's bank account.

ARTICLE X Convention Money Handling Procedures

- A. Any and all contracts that exceed \$1,000.00 shall be reviewed, approved and signed by the Area Chairperson.
- B. The Area Chair, Convention Chair, and Convention Treasurer shall be a signer on the Convention Account.
- C. The convention cash pick up schedule shall be determined on site by the convention committee.
- D. The Texas Area Convention committee members who have signatory authority for the hotel safety deposit box shall be the Convention Chairperson, Area Chairperson, Convention Treasurer, and the Area Treasurer.
 - D1. No obligations or indebtedness shall be issued in the name of the convention without the affirmative vote of the majority (permission) of the Texas Area Convention Committee.
 - D2. At the end of the convention, all monies transferred to the Area account with the exception of the \$2,500 seed money for the following year's convention. The Convention checkbook shall be turned over to the following year's Convention Treasurer.
 - D3. The TAS Convention Committee Treasurer will monitor the convention committee's bank account and be able to give an account for the balance.
- E. No co-mingling of any funds raised on behalf of the Texas Area Convention and Texas Area Service until funds are transferred from the convention account.
- F. The Convention Committee is dissolved at the end of the convention wrap-up meeting, with the exception of the Chair and Treasurer who shall remain until final reconciliation of bank, credit card, and hotel accounts. All archives from the

