

# **Policy and Procedure Manual**

## **District 30 ENE**

### **Purpose Statement**

The Policy and Procedure Manual for District 30 ENE is meant to be suggestive in nature and is not to be interpreted as absolute law for the governing of the East/Northeast District.

The district is also responsible to keep in mind the Area Policy & Procedure Manual and the AA Service Manual to Further unity within our service structure.

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## 1. District 30

- A. **District Meeting** - Each district shall hold a quarterly meeting, one or two weeks before the Area Committee Meeting. All GSR's and Alt. GSR's, DCM's and District Service Chairs should attend this meeting. The District will pay a minimum amount of \$100.00 (One hundred and 00/100) for the use of any facility to hold the quarterly meeting.
- B. **District Meeting Agenda** - Preamble, Secretary minutes from last district meeting, Approved? Treasurers report, Approved? Announcements. GSR reports. Service Committee reports. DCM reports. Old business. New Business. Adjourn.
- C. **Area Committee Meeting Funding** - District Committee Members will receive \$50.00 (Fifty Dollars) for each Area Committee Meeting for travel expense, and \$90.00 (Ninety Dollars) for each 2-day Area Committee Meeting.

D. **District Service Committee's and Purpose:**

**Public Information**, to disseminate accurate information to the public about the fellowship of Alcoholics Anonymous throughout the district. Information dissemination techniques include but not limited to placing conference approved, no charge public service announcements with radio and TV stations, the distribution of conference approved literature providing qualified AA members as speakers for non AA meetings and other services in the field of public information.

**D-1 Fair Booth Committee** - Public Information Chair shall appoint a chairperson for this committee or take the position themselves. Purpose is to hand out free pamphlets at Tulsa State Fair.

**Treatment Facilities**, purpose, to sponsor hospital groups and to assist with literature distribution to hospital groups. Only conference-approved literature shall be used in caring out these duties.

**Bridging the Gap**, purpose, to hold AA orientation meetings weekly at treatment facilities and to provide outgoing patients with a temporary contact and a plan to get them to an AA meeting immediately upon discharge from the facility.

**Cooperation With the Professional Community**, purpose, to inform professionals about AA. A professional is defined as a physician, nurse, clergy, attorney, social worker, industrial manager and those working in the field of alcoholism. The committee should attempt to establish better communication with these professionals by informing them about what AA is, where it is, what AA can do and what it can't do.

**Archives**, purpose, to acquire, preserve and display information and memorabilia about the history of AA in district 30 or northeast Oklahoma.

**Grapevine**, purpose, to encourage the sale of the Grapevine, by working with the district and groups.

**Policy and Procedure**, purpose, to clarify and update the Policy and Procedure manual.

**Correctional Facilities**, purpose, to sponsor meetings in penal institutions.

**Area 57 Gratitude Plan**, purpose, to inform the district about the opportunity to contribute to the Area Committee via the Gratitude Plan. The suggested contribution is one dollar for each year of sobriety not to exceed ten dollars.

**Language Services**, purpose, to provide non-English speaking members the opportunity to participate in District service, and to help overcome the language barrier experienced by non-English speaking members.

**Media Services**, purpose, is to assist the district with their Media Services activity. The Media Chair will review *all* original media insuring that all Twelve Traditions and Twelve Concepts are followed.

## 2. District 30 Appointed Positions

- A. **District Secretary**, type the minutes of district meeting, keeps records of district meetings. Update list of names, addresses, and phone number of all service positions within the district. Provide copies of previous district meeting minutes, a new agenda, a group roster and a sign in sheet. Also provides GSR and DCM change forms, nametags and pens. And to assist the chairperson.
- B. **District Treasurer**, to provide treasurer report at the District meeting, co-sign all district checks, and to set up the district checking account. To deposit all received checks and cash. To pay all of the District bills, meeting place, meat, cups, coffee, plates etc., Xeroxing all necessary materials. Must have District approval on any expenses outside of regular district expenses.
- C. **District Service Committee Chairs**, service committee chairs shall appoint other members to their committee, as they deem necessary to better fulfill their obligation to the District. Not in attendance of (2) consecutive District meetings is considered a resignation, a successor shall be appointed by the District Chair. All committees should work with the Area Committee Chairs to coordinate service work in the District.

These representatives should have at least (2) two years continuous sobriety as suggested in AA Service Manual pg S-43. The District, in the amount quarterly designated shall fund expenses for service committees.

- D. **Alternate Chairperson**, one year term (may serve two consecutive terms), to support the District Chairperson in performing his/her job, to carry out the operations of the District Chairperson in his/her absence or inability to fulfill said term, to aid in the operations and work of other DCM's in the District. Should have enough sobriety to be elected as Area Delegate and be current or past DCM. Must be familiar with Twelve Traditions, Roberts Rules or order, AA Service Manual, Area 57 Policy and Procedures, and District 30 Policy and Procedures. It's suggested to attend monthly Joint Service Meeting in Tulsa.

### 3. District 30 Elected Positions

- A. **District Chairperson**, one-year term, (may serve two consecutive terms), to better coordinate the operations and work of other DCM's in the District. Should have enough sobriety to be elected as Area Delegate, and be a current or past DCM. Must be familiar with the Twelve Traditions, Roberts Rules of Order, AA Service Manual, Area 57 Policy and Procedures and District 30 Policy and Procedures. Select a host group, and adequate facilities for District meeting. Co-sign District checks. Provide communication between Area Committee and District. It's suggested to attend monthly joint service meeting in Tulsa. District Chair also serves on the Area Budget Committee annually.
- B. **District Committee Member**, Two-year (2) term. Suggested to have been a GSR. Responsible for visiting groups in their Cluster. To report on their cluster at District meeting and Area meeting. Not in attendance at two (2) consecutive District or Area meetings is considered resigned, unless a bona fide substitute is present. A successor DCM shall be elected by the GSR's in the cluster that is affected first or second by GSR's present at District meeting. For suggested duties of DCM read AA Service Manual.
- C. **Alternate District Committee Member**, Two year (2) term. To assist DCM in communicating with the groups within your cluster. Be prepared to step into DCM position after rotation or absence of DCM. Suggested activities to attend Area Committee Meeting in Oklahoma City and District Meeting to help fully understand DCM position.

### 4. Clusters

- A. District 30 is divided into six (6) clusters A, B, C, D1, D2 and D3. Each cluster represents a geographical portion of the District.
- B. Moving a group from one cluster to another is done by the vote of all GSR's in attendance.

### 5. District Elections

- A. Elections will be held at the September District meeting for DCM's, Alt. DCM's and District Chair. They should be staggered 3 DCM's each year. The DCM or Alt. DCM will take office after the September Area Assembly.

- B. Before voting procedure District Policy and Procedure Chair will discuss the duties and responsibilities for the positions to be voted upon.
- C. After nominating each nominee states their sobriety date and Home Group and asked if willing to serve.
- D. If DCM or Alt. DCM cannot fulfill their term a new one is elected at the next District meeting to fulfill the remaining term
- E. Vote for all the DCM positions first, then Alt. DCM, then District Chair.
- F. If there are no GSR's in a cluster to vote a DCM, then a DCM can be nominated from all the GSR's present.
- G. If a vacancy occurs in the District Chair position the DCM's will appoint a replacement from the remaining 5 DCM's until the next District meeting, then a new one can be elected.

## **6. Policy and Procedure changes**

- A. Any changes in the Policy and Procedure Manual require a two-third (2/3) majority of all votes cast by all District GSR's and Alternate GSR's present.
- B. Amendments to these Policy and Procedures may be presented by any GSR or Alternate GSR by presenting written copy to the Policy and Procedure Chair at least forty-five (45) days prior to the next meeting of the District, who shall there upon given written notice to all GSR's and Alternate GSR's stating contents of said amendments to be voted on at the next meeting.
- C. All proposed amendments must be presented to the GSR's and Alternate GSR's at least thirty (30) days in advance of the meeting.
- D. Policy and Procedure Chair should be familiar with all District positions.

## **7. Ad Hoc Committee**

- A. The District has an AD Hoc Committee which includes the District Chair and the existing DCM's in District 30.  
The Ad Hoc Committee may appoint GSR's or others qualified to serve as needed.

## **8. Finances**

- A. District 30 receives its money from voluntary contributions for the groups within the District.
- B. Checks from the District account must carry two signatures. District Chair and District Treasurer.
- C. The District will keep a prudent reserve of \$750.00 (Seven-hundred dollars 00/100).