

# **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.

**Revised October-01-2018**

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# 1. District 30

## A. District Meeting

1. **District Meeting** – District 30 shall hold a **quarterly meeting**, one or two weeks before the Area 57 Quarterly Meeting. It is recommended that **all** D30 GSR's, Alternate (Alt) GSR's, DCM's, Alternate (Alt)-DCM's and **all** District 30 Service Committee Chairs attend this meeting.
2. If a GSR or Alt GSR cannot attend the meeting, a **BONA-FIDE substitute** can and should attend on behalf of the group.
3. The District will pay a **minimum** amount of \$100.00 for the use of any facility to hold the quarterly meeting. Any amount **over** \$100.00 will be at the **discretion** of the D30 Chair.

## B. District Meeting Agenda

**Suggested** meeting agenda is at the **discretion of the chair**. Outline suggested in this PNP document.

1. **Sign in**
2. **D30 Chair** - calls **Meeting to Order**
3. **Minutes** - *discussion or motion to accept/oppose required*
4. **Treasurer's** report - *discussion or motion to accept/oppose required*
5. **DCM and GSR Cluster Reports:** A, B, C, D1, D2, D3
6. **Service Committee** reports  
PI, BTG, CPC, Archives, Grapevine, PNP, Corrections, Gratitude, Language Services, Technology
7. **Old business**
8. **New Business**
9. **Announcements**
10. **Adjourn** – with **NEXT D30 Quarterly Business Meeting date announced**

## C: District Committee Member (DCM) - Travel Expenses

The DCM's are the voting members of the Area 57 Committee.

They are required to travel to Oklahoma City each quarter to attend the Area57 Quarterly Meetings.

DCM's will be **offered** \$40.00 for travel expenses **for each day they attend** a Quarterly Area 57 Committee meeting.

**D. District 30 Service Committee's and Purpose:**

**Public Information:**

To provide accurate information to the public throughout the district about what Alcoholics Anonymous **IS** and **IS NOT**.

Public Information may include but not limited to:

1. Placing conference approved literature in any cooperating facility, business, institution or public venue
2. Providing conference approved public service announcements on any multimedia format.
3. Arranging for AA members to be anonymous speakers at non-AA events that are in cooperation with Alcoholics Anonymous.
4. Providing PI presentations at any cooperating facility, business, institution or public venue
5. Co-chairing the Tulsa State Fair Committee with District 40

### **Treatment Facilities**

To act as a managing liaison between District 30 Alcoholics Anonymous and any treatment center, detox, etc.

1. Will coordinate opportunities for district groups or members willing to take a meeting or presentation into any treatment center within District 30
2. Will coordinate with the District 30 Bridge the Gap chair to provide Blue cards (new comers) to any AA members taking meeting into treatment facilities

### **Bridging the Gap**

To coordinate and encourage AA members to assist in Bridging the Gap by:

1. Managing a list of AA members willing to assist any person leaving a treatment, detox, correctional or other facility
  - a) Get to their first outside AA meeting or
  - b) To provide a temporary contact with an AA member

(Yellow card for AA Members)

2. Manage a list of people who are interested in contacting AA after leaving a treatment, detox, correctional or other facility

(Blue card for new comers)

\*Blue cards are often handed out during meetings (see Treatment Committee)

### **Cooperation with the Professional Community**

To inform any professionals about what Alcoholics Anonymous **IS** and **IS NOT**

1. Make presentations at any cooperating facility, business, institution or public venue - like but not limited to professional schools, human resources, schools, churches, medical, social and community organizations.
2. Placing conference approved CPC literature with professionals.
3. Coordinate with the District 30 PI committee on similar service opportunities

## Archives

To encourage, assist and collect all group history forms from any cooperating AA group in District 30

To assist and coordinate with the Area 57 Archive chair

## Grapevine / Lavina

To encourage the use of the **Grapevine / Lavina** in service and recovery in District 30

1. Encourage and assist groups to have a **Grapevine/ Lavina** Rep
2. Encourage and collect old **Grapevine/Lavina** donations for use in all service activities especially Corrections and Treatment
3. Encourage and inform all AA members about the features, subscriptions, opportunities and processes for sharing the AA experience online at <http://www.aagrapevine.org/> and <http://www.aagrapevine.org/espanol> and in print via the **Grapevine/Lavina** magazine.
4. Give a Grapevine presentation upon request to any AA entity or group
5. Encourage and assist Spanish participation in Grapevine services

## Policy and Procedure

### **To make sure District 30 does AA the right way!**

- A. To clarify District 30 PNP based on this document
- B. To update this manual per the “**Policy and Procedures Changes**” section of this document
- C. To email or mail a **Service Information Packet** to each new District 30 - DCM, Alt DCM and Committee Chair or interested persons.
- D. To be or become familiar with the 12 Traditions and 12 Concepts
- E. To be or become familiar with **all** District 30 service positions
- F. To encourage the reading of this D30 PNP manual, the Area 57 PNP manual and the AA Service Manual
- G. To participate on the Area 57 PNP committee

## **Service Information Packet**

Each time a new District 30 officer is appointed or elected to any position within District 30, the District 30 PNP Chair will send them or direct them to download a copy of Service Information Packet for their position

Email or standard postage paid mail or download from [District30AA.com](http://District30AA.com)

The **Service Information Packet** will contain UPDATED information:

1. A copy of this District 30 Policy and Procedure Manual
2. An exact copied statement of their position duties as written in this PNP document
3. Relative information to assist them in fulfilling their service position such as but not limited to:
  - a. Corresponding Area 57 service committee contact information
  - b. General Service Office service committee contact information
  - c. Area 57 and GSO website resources for related materials and information in doing their service work.



## Correctional Facilities

To carry the message of Alcoholics Anonymous to any correctional institution

To assist in coordinating and encouraging volunteers, groups and individuals in the procedures required to carry the message of AA into correctional facilities, including but not limited to:

1. Assisting AA members to get badged if necessary
2. Updating the fellowship on a quarterly or sooner basis on the orientation dates, changes in procedures and requirements, closures etc...
3. Being a liaison for District 30 and correctional institution staff and offices
4. Becoming familiar with all forms of correctional service work including but limited to:
  - a. Institutional meetings and sponsorship
  - b. AA Groups sponsoring a correctional AA group
  - c. GSO Corrections correspondence program
5. Working with D30 - Bridge the Gap

## Gratitude

To inform, assist and encourage ALL District 30 AA groups and individuals about the various Gratitude plans.

1. Encourage group and individual birthday plans
2. Make information available for AANEOK Faithful Fivers (D30/D40/D60)
3. Area 57 Gratitude plan
4. GSO Birthday Plan
5. Providing information about tax deductions
6. Providing instructions for all online donations for District 30, Area 57 and GSO
7. Providing mailing addresses and instructions on all gratitude plans
8. Keep up to date about ongoing District 30, Area 57 and GSO gratitude plans, limits and campaigns
9. Become familiar with all aspects of Tradition 7
10. Make Gratitude envelopes available to the entire fellowship
11. Become familiar with and available to speak about the history of Gratitude in AA – especially the Area 57 history.

## Language Services and Special Needs

To assist in making reasonable accommodations for **any AA related services, literature or language barrier** - available to any District 30 AA member regardless of disability or language, as resources permit.

This may include but not limited to:

1. Braille editions of literature when available
2. Sign language and advances for the hearing impaired
3. Translation services for language barriers
4. Encouraging groups to determine if they have reasonable accommodations and do meeting pages have that info?
5. Assist facilities where possible with AA meetings or contacts
6. Aiding District 30 AA members with disabilities
7. Becoming familiar with and informing D30 of advances in technology to assist any persons in the aforementioned group
8. Become familiar with online AA resources for special needs
9. Encourage AA members to reach out to our elder non-participating members

## **Technology**

Will provide encouragement, information, direction, and support to all AA members in District 30 in the use of new and existing technologies, to better carry the message within the Twelve Traditions of Alcoholics Anonymous

The technology committee will manage the District 30 website and provide technology solutions and support to all district service members.

## 2. District 30 Appointed Positions

### A. District Secretary

1. Record the minutes of all District 30 meetings
2. Provide copies of previous district meeting minutes
3. Maintain physical custody of district records and paperwork
4. Update list of names, addresses, and phone numbers of all service positions within the district.
5. Contact and coordinate with all District Service members on each agenda as needed
6. Maintain group roster and coordinate with the District Web Master on website information.
7. Provide a sign in sheet in electronic form for accuracy and provide assistance to those signing in who cannot sign in electronically.
8. Make change forms available to all GSR's and DCM's
9. Directly assist the chairperson in managing the quarterly district meetings
10. Be a primary point of contact for all district information

### B. District Treasurer

1. Will provide a Treasurer's Report at each District 30 quarterly meeting
2. Will Co-sign all district checks with the District Chair
3. Will coordinate with previous treasurer and set up the district checking account
4. Will deposit all received checks, cash and any electronic monies
5. Will pay all the District 30 bills, meeting place, meat, cups, coffee, plates etc
6. Must have District Chair approval on any expenses outside of regular district expenses

### C. District Service Committee Chairs,

1. Service committee chairs shall appoint other members to their committee, as they deem necessary to better fulfill their obligation to the District.
2. Those service chairs not in attendance at (2) consecutive District meetings shall be considered resigned and a successor shall be appointed by the District Chair.
3. All committees should work with the Area Committee Chairs to coordinate service work in the District.
4. The appointed service chairs should have at least (2) two years of continuous sobriety as suggested in AA Service Manual.
5. The District shall fund committee expenses for the service committees as needed.

#### D. Tulsa State Fair Booth Committee Chair

##### \*History for the record

The Tulsa State Fair Committee was jointly formed by the PI Chairs of Districts 30 and 40 in order to provide an annual Public Information booth to be alternately managed by an appointed Tulsa State Fair Committee Chair chosen by the active rotating PI Chair of Districts 30 or 40.

The fair is attended by 1.5 million people annually. The Public Information booth is an opportunity just like any other Public Information booth but with additional expenses that are best supported by both Districts 30 and 40 and the fellowship they serve.

The Public Information Booth serves as an opportunity for members of the NE Oklahoma Fellowship to serve AA who would not otherwise be able to participate in the regular District or Area service structure.

- A. The Public Information chair shall appoint a chairperson for this committee on an alternating basis each year with the Public Information Chair of District 40.
- B. The Public Information Chair will provide the new Tulsa State Fair Committee contact information for last year's State Fair Chairman and any pertinent information.
- C. The Public Information Chair is not obligated to assist or manage the Tulsa State Fair Committee or its service activities unless they so choose.

## **District 30 Elected Positions**

**A. District Chairperson**, one-year term, 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 bonafide 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)