

District 30, Area 57 - Oklahoma
Procedure, Structure and Guidelines

1. District 30, Area 57 Oklahoma Membership

A. District Committee Voting Membership

1. All currently serving District General Service Representatives (GSR) of Groups listed with District 30, Area 57.
2. Alternate GSR shall have full voting rights for their groups in the absence of their GSR.

B. Non-Voting Members on the Committee

1. The following shall be full participating, non-voting members of the District Committee:
 - a. District Chair, District Co Chair, Treasurer, Secretary, Registrar and DCM's.
 - b. Members of Home Groups apart from District 30.

C. District Meeting

1. 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. District Meeting shall be rotated among all District 30 clusters. This will be coordinated by the District Chair with the participating clusters DCM.
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 District Chair.

D. District Meeting Agenda

1. Suggested meeting agenda is at the discretion of the chair. At a minimum the below items will be on the Quarterly Agenda.
 - a. Secretary Report/Minutes – Requires motion to accept and discuss.
 - b. Treasurer's Report – Requires motion to accept and discuss.
 - c. DCM and GSR Cluster Reports: A, B, C, D1, D2, D3
 - d. Service Committee Reports - PI, BTG, CPC, Archives, Grapevine, PNP, Corrections, Gratitude, Language Services, Technology, Registrar
 - e. Old Business
 - f. New Business
 - g. Elections
 - h. Announcements

2. District Service Committee Chair's

1. Service Committee Chairs shall be appointed by the District Chairperson.
2. Service Committee Chairs shall serve a term of two years.
3. Service committee chairs shall appoint other members to their committee, as they deem necessary to delegate the responsibilities of committee.
4. Those service chairs that do not submit a report (2) consecutive District meetings shall be considered resigned and a successor shall be appointed by the District Chair.
5. All committees should work with the Area Committee Chairs to coordinate service work in the District.

6. Maintain notes of all work completed during your rotation so that it can be passed onto the next person to ensure a smooth transition.
7. The appointed service chairs should have at least (2) two years of continuous sobriety as suggested in AA Service Manual.
8. The District shall fund committee expenses for the service committees as needed.

3. **Service Committees**

Public Information

Public Information (PI.) in Alcoholics Anonymous means carrying the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. We carry the message by getting in touch with and responding to the media, schools, industry, and other organizations which can report on the nature and purpose of A.A. and what it can do for alcoholics.

1. Work with Area 57 Public Information Chair on ideas of informing the public about Alcoholics Anonymous inside of District 30.
2. Placing conference approved literature in any cooperating facility, business, institution or public venue.
3. Providing conference approved public service announcements on any multimedia format.
4. Arranging for AA members to be anonymous speakers at non-AA events that are in cooperation with Alcoholics Anonymous.
5. Providing PI presentations at any cooperating facility, business, institution or public venue.

Treatment Facilities

The primary purpose of a Treatment Committee is the same throughout the United States and Canada, to carry the A.A. message to the alcoholic who still suffers. There is probably no better place for an A.A. member to find a suffering alcoholic than in a treatment facility or outpatient treatment setting. According to the A.A. 2014 Membership Survey, 32% of our members cited treatment facilities as a factor most responsible for them coming to A.A. Carrying the message to alcoholics in treatment is basic Twelfth Step work — sharing experience, strength and hope — giving it away in order to keep it.

1. Work with Area 57 Treatment Chair on coordinating treatment efforts inside of District 30.
2. Coordinate opportunities for district groups or members willing to take a meeting or presentation into any treatment center within District 30. In addition, cooperate with District 40 on other opportunities that may exist in North East Oklahoma.
3. Coordinate with the District 30 Bridge the Gap chair to provide Blue cards (new comers) to any AA members taking meetings into treatment facilities.
4. Maintain list and contact information of all treatment facilities located in District 30.

Bridging the Gap

Part of Bridging the Gap between a treatment, detox, correctional or other facility and A.A. is the

temporary contact program, which is designed to help the alcoholic in treatment and/or a correctional facility make that transition.

1. Work with Area 57 Bridge the Gap Chair on coordinating Bridging the Gap efforts inside of District 30.
2. Managing a list of AA members willing to assist any person leaving a treatment, detox, correctional or other facility. Yellow Cards for AA Members.
3. Manage a list of people who are interested in contacting AA after leaving a treatment, detox, correctional or other facility. Coordinate Blue Cards to be handed out at meetings given in treatment centers or correctional facilities. This activity can be coordinated with the District 30 Treatment Chair and Corrections Chair. In addition, cooperate with District 40 on other opportunities that may exist in North East Oklahoma.

Cooperation with the Professional Community

Cooperating with nonalcoholic professionals is an effective way to carry the message to the still suffering alcoholic. Such people often meet alcoholics in places where A.A. is not present. Through professionals, alcoholics may be reached who might otherwise never find the program, or they may be reached sooner with the help of informed non-A.A.s.

1. Work with Area 57 CPC Chair on coordination CPC efforts inside of District 30.
2. 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.
3. Placing conference approved CPC literature with professionals.
4. Seek out additional CPC opportunities that may exist within District 30. In addition, cooperate with District 40 on other opportunities that may exist in North East Oklahoma.

Archives

The mission of the Archives is to document permanently the work of Alcoholics Anonymous, to make the history of the organization accessible to A.A. members and other researchers, and to provide a context for understanding A.A.'s progression, principles and traditions.

1. Work with Area 57 Archives Chair in coordinating Archive efforts inside of District 30.
2. Encourage, assist and collect all group history forms from any cooperating AA group in District 30. These histories are to be digitally archived both at District and at the Area 57 Archives.
3. Collection of District 30 group documents including but not limited to minutes, treasurer reports, and group flyers for the District 30 Digital Archives.

Grapevine

As a Grapevine Representative (GVR), you perform a service for AA members, making sure that information about Grapevine and La Viña is available to them and to your group. You also perform a service for Grapevine, linking the magazine to members of the Fellowship who, without you, might not read it or even know that AA has a journal at all.

1. Work with Area 57 Grapevine Chair in coordinating Grapevine efforts inside of District 30.
2. Encourage and assist groups to have a Grapevine/ Lavina Representative.
3. Encourage and collect old Grapevine/Lavina donations for use in all service activities including but not limited to Corrections, Treatment, and Public Information.
4. Encourage and inform all AA members about the features, subscriptions, opportunities and processes for sharing the AA experience online at <http://www.aagrapevine.org/>, <http://www.aagrapevine.org/espanol>, and in print via the Grapevine/Lavina magazine.
5. Give a Grapevine presentation upon request to any AA entity or group.

Policy and Procedures

The purpose of the District Policy and Procedure Committee is to maintain the District 30 P&P and to determine the feasibility of suggested amendments for the District Chair. Feasibility is defined by assisting with wording and how it fits with current policy not opinion on the proposed changes. The Committee shall maintain an adequate supply of current District P&P for distribution.

Corrections

An active corrections committee is a vital link to prisons and jails, providing professionals and other workers in correctional facilities with information about A.A., literature, and guidelines for setting up A.A. groups on the inside.

1. Work with the Area 57 Corrections Chair in coordinating correction efforts inside of District 30.
2. Maintain a list of facilities in District 30 that are allowing AA Meetings.
3. Assist members that are interested and willing to carry the message behind the walls by assisting with DOC badging.
4. Encourage participation in communicating with inmates via the mail program.
5. Encourage group participation in Coins for Corrections
6. Encourage participation in the annual Area 57 Corrections Conference.
7. Work with Bridge the Gap Chair on connecting inmates upon their release.

Gratitude Plan

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

1. Work with the Area 57 Gratitude Chair in coordinating group participation in the Area 57 Gratitude Plan inside of District 30.
2. Encourage group and individual birthday gratitude plans.
3. Keep up to date about ongoing District 30, Area 57 and GSO gratitude plans.
4. . Make Gratitude envelopes available to the groups of District 30.

5. Become familiar with and available to speak about the history of Gratitude in AA – especially the Area 57 history.

Accessibility Services

While we all need to access, receive and carry the message of recovery and wish to have the same measure of privileges and responsibilities with regard to Twelfth Step work, sponsorship, and speaking at A.A. and non-A.A. meetings as other members, for some there are significant barriers that must be overcome to insure full participation in A.A.

For some A.A. members, a six-inch step can be an insurmountable obstacle. A locked access door, a blocked ramp or parking problem can make it impossible to get to a meeting. Some members are ill, homebound or living in retirement or skilled nursing facilities; others are blind or deaf or have vision or hearing loss; some may learn, read, or process information differently; some may be wheelchair users; and still others may use canes or walkers, or have other mobility related needs. Literature may be hard to understand. Childcare issues may make it impossible to attend regular meetings. Remote geography or cultural differences may hinder contact with other members.

1. Work with the Area 57 Accessibility Chair in coordinating accessibility activity inside of District 30. This may include but not limited to the following activities.
2. Provide Braille editions of literature when they are needed.
3. Coordinate if needed sign language and advances for the hearing impaired.
4. Coordinate if needed translation services for language barriers.
5. Encouraging groups to determine if they have reasonable accommodations and do meeting pages have that info?
6. Aiding District 30 AA members with disabilities
7. Encourage AA members to reach out to our elder non-participating members.
8. Encourage AA members that are unable to meet in person due to accessibility reasons to participate in AA meetings using online platforms.

Technology Services

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.

1. Manage the District 30 Secret Social Media Page.
2. Will distribute communications via the Mail Chimp Platform.
3. Provide technology solutions and ideas that support all district members.
4. Should the district need to meet using online platforms, this position will act as operator of the meeting. e. Maintain and set up the PA system at District Meeting.

Webmaster

The District shall have a permanent Webmaster appointed by the District Chair and approved by the District

Committee on a biennial basis.

1. Will maintain the District Website.
2. Work closely with the Technology Chair on technologies that may touch or impact the District Website.

4. **District 30 Elected Positions**

All elected trusted servants will be given Right of Decision and include any decisions they had to make in their quarterly reports.

“Our entire A.A. program rests squarely upon the principle of mutual trust. We trust God, we trust A.A., and we trust each other. Therefore we cannot do less than trust our leaders in service. The “Right of Decision” that we offer them is not only the practical means by which they may act and lead effectively, but it is also the symbol of our implicit confidence.” – Concept III, A.A Service Manual, PG. 14

1. **District Chairperson**

- a. The District Chair will serve for two years and the term will run concurrently with the Area 57 Delegate. This can be a current or past DCM.
- b. The District Chairperson should have a minimum of three years sobriety.
- c. The District Chairperson should have a sound understanding of the Steps, the Traditions, and the Concepts. Communication skills, leadership qualities, and sensitivity to the wishes of the local districts are also important.
- d. Should have a sound understanding of Robert's Rules of Order.
- e. The District Chairperson will have the following responsibilities.
 - 1) Chairing the Quarterly District Meeting.
 - 2) Assist hosting group with set up and tear down of the District Meeting.
 - 3) Coordinating with DCMs on the location of the District Meeting.
 - 4) Take possession of Coffee Supplies for the District Meeting.
 - 5) Coordinate with the District Secretary on frequent communication to the District.

2. **District Alternate Chairperson**

- a. District Alternate Chairperson will serve for two years and the term will run concurrently with the Area 57 Delegate. This can be a current or past DCM.
- b. The District Alt-Chairperson should have a minimum of three years sobriety.
- c. The District Alt-Chairperson should have a sound understanding of the Steps, the Traditions, and the Concepts. Communication skills, leadership qualities, and sensitivity to the wishes of the local districts are also important.
- d. Should have a sound understanding of Robert's Rules of Order.
- e. If for some reason the District Chair is unable to attend the District Meeting, the Alt Chair would assume their responsibility.

3. **District Secretary**

- a. District Secretary will serve for two years and the term will run concurrently with the Area 57 Delegate.

- b. The District Secretary should have a minimum two years of sobriety.
- c. The District Secretary will have the following duties:
 - 1) Record the minutes of all District 30 meetings. From recording, prepare written minutes.
 - 2) Provide copies of previous district meeting minutes.
 - 3) Maintain physical custody of district records and paperwork.
 - 4) Set up registration tables at District Meeting including sign in sheets and name badges.
 - 5) Primary Contact for all District email communication.

4. District Treasurer

- a. District Treasurer will serve for two years and the term will run concurrently with the Area 57 Delegate.
- b. The District Treasurer should have a minimum five years of sobriety.
- c. The District Treasurer will have the following duties:
 - 1) Will provide a Treasurer's Report at each District 30 quarterly meeting.
 - 2) Have copies of the District Bank Statement on hand at the district meeting for any member that would like to review.
 - 3) Will Co-sign all district checks with the District Chairperson.
 - 4) Will coordinate with the previous treasurer to transfer the existing checking account to the newly elected treasurer and chairperson. This transition is to take place before the November District meeting on even years.
 - 5) Will deposit all received checks, cash and any electronic monies.
 - 6) Will pay all the District 30 bills, meeting place, meeting supplies, and DCM reimbursements.

Must have District Chair approval on any expenses outside of regular district expenses.

5. District Registrar

- a. District Registrar will serve for two years and the term will run concurrently with the Area 57 Delegate.
- b. The District Registrar should have two years of sobriety.
- c. The District Registrar will have the following duties:
 - 1) Maintain an updated list of names, addresses, phone numbers, and email addresses of all service positions within the district. This includes reporting any changes to the Area Secretary.
 - 2) Maintain group rosters that include Group Name, Group Number, Group Address, GSR and Alt GSR Contact Information. Any changes reported to the Area Secretary.
 - 3) Bring Group change/add forms to District Meeting.

6. District Committee Members

- a. The DCM is an essential link between the group GSR and the area delegate to the General Service Conference. As leader of the district committee, made up of all GSRs in the cluster, the DCM is exposed to the group conscience of that cluster. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the

committee.

- b. Financial Support: DCM's are encouraged to attend all Area Meetings. An amount of \$40.00 will be reimbursed to the DCM that attends the Area Meeting.
- c. The DCM has usually served as a GSR and is elected by other GSRs to take responsibility for cluster activities.
- d. A DCM should have a minimum of three years of sobriety.
- e. He or she also needs to have the time and energy to serve the district.
- f. Duties of the DCM are listed on page S32 in the A.A. Service Manual.

7. Alternate District Committee Members

- a. The alternate is backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the DCM, by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the DCMs responsibilities at district and area meetings.
- b. In the absence of the DCM at the area meeting, the Alternate will be called upon to stand in their place as a voting member of the body.

5. Clusters

District 30 cluster boundaries have been set and can be found in the appendix of the District 30 Policy and Procedure Document. New groups that have registered with District 30, Area 57 will be placed in the cluster by the District Chair in accordance with the District 30 Map.

1. Each cluster will be represented by a DCM and Alternate DCM.
2. The following is the list of clusters in District 30: Cluster A, Cluster B, Cluster C, Cluster D1, Cluster D2, Cluster D3

6. District Elections

1. Elections will be held at the September District meeting. In the even years the District will elect a District Chair, Alt. District Chair, District Secretary, District Treasurer, District Registrar, three DCMs and Alt. DCMs. On odd years the District will elect three DCMs and Alt. DCMs.
2. . Rotation of District Officers will begin after the September Area Meeting.
3. Before voting begins the District Policy and Procedure Chair will discuss the duties and responsibilities for the positions to be voted upon.
4. For all positions except for District Chair and Alt. District Chair simple majority voting procedures will be put in place for District Elections. In the case of a tie, the vote will go to the hat. For the District Chair and Alt. Chair the District is to use 3rd Legacy Voting Procedures as outlined in the service manual.
5. Nominations may be submitted by any member of the District. Nominations are not motions and do not require a second. Once a nomination has been submitted, the person nominated will be asked if they are willing to serve. They will give their name, sobriety date, home group and a brief service background.
6. Elections will occur in the following order: District Chairperson, Alternate District

Chairperson, Treasurer, Registrar, Secretary, DCMs and Alternate DCMs (Each cluster will vote in their own DCM and Alt DCM. If there are no GSR from a cluster to vote for a DCM, then a DCM can be nominated from all of the GSR's present.)

7. If DCM or Alt. DCM cannot fulfill their term; a new one is elected at the next District meeting to fulfill the remaining term.
8. If a vacancy occurs in one of the following positions, the District Chair can appoint a temporary replacement until an election can be held at the next District Meeting. This would include District Alt Chair, Secretary, Treasurer and Registrar.

7. **Policy and Procedure Changes**

1. Any changes in the Policy and Procedure Manual require a two-third (2/3) majority of all votes cast by all District GSR. Alt. GSR may vote if their GSR is not present.
2. Amendments to these Policy and Procedures may be presented by any 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 thereupon give written notice to all GSR's contents of said amendments to be voted on at the next meeting.
3. All proposed amendments must be presented to the GSR and Alternate GSR's at least thirty (30) days in advance of the District Meeting.

8. **Ad Hoc Committee**

1. The District Chair reserves the right to appoint an Adhoc Committee Chair and its members should the need arise, and requests come from the district body.

9. **Finances**

1. District 30 receives its money from voluntary contributions for the groups within the District.
2. Checks from the District account must carry two signatures. (District Chair and District Treasurer)
3. The District will keep a prudent reserve of \$750.00 (Seven-hundred Fifty dollars 00/100) **Appendix 1**

District 30 – Cluster Map

Google Map Website

<https://www.google.com/maps/d/viewer?hl=en&hl=en&mid=1rINkTq>

[MOZfdS58IGtTnxsayh3kWqMYn&ll=35.63769470481042%2C-95.7193766457591&z=8](https://www.google.com/maps/d/viewer?hl=en&hl=en&mid=1rINkTqMOZfdS58IGtTnxsayh3kWqMYn&ll=35.63769470481042%2C-95.7193766457591&z=8)

