

POLICY AND PROCEDURES MANUAL
SOUTHEAST DISTRICT 60

A. Southeast District 60:

1. Purpose:

The Southeast District 60 Policy and Procedures are meant to be suggestive in nature and are not to be interpreted as absolute law, but a guide to help the Southeast District 60 to elect District Committee Members (DCM) and Alt-District Committee Members (alt-DCM)) and also approve the annual district budget, as well as conducting other district business.

2. Voting Eligibility:

Only the General Service Representative (GSR) and Alternate General Service Representative (alt-GSR) of each group in the Southeast District and/or a bona fide substitute are eligible to make motions and vote at the District meetings. Each group shall have a maximum of two (2) votes. A Bona-fide substitute is a group member duly appointed by the absentee GSR or Alt-GSR. District Committee Members, District Service Chairs, AA group members are not eligible to make motions and vote, but may take part in discussion.

B. District Committee Members:

1. District Committee Member:

The Southeast District is composed of six (6) District Committee Members (DCM). The term of office is two (2) years. The District is also composed of two Alt-District Committee Members The term of office is two (2) years. Suggested that 3 DCM's and 1 alt-DCM be elected each year to maintain a balance of rotation and service experience.

2. Election of District and Alt-District Committee Members:

The election of District Committee Members (DCM) and Alt- District Committee Members (Alt-DCM) District Chair shall be held at the last district meeting before the annual Area 57 Assembly. Newly elected DCM's and Alt-DCM's shall assume

their elected positions immediately following the Annual Area 57 Assembly. All current (not

newly elected) DCM's and alt-DCM's will rotate off after the Annual Area 57 Assembly.

3. Election Procedure of DCM and Alt-DCM:

The election of the DCM's and alt-DCM's should be conducted individually and by written ballot. Simple majority shall be sufficient to elect unless otherwise decided by a majority of the GSR's, alt-GSR's and or bona fide substitute's.

4. Duties and Responsibilities of DCM's and Alt-DCM's:

Before the election for DCM and alt-DCM, the District Policy and Procedures Chair will give a brief description of the duties and responsibilities of the DCM and alt-DCM.

5. Candidates for DCM and Alt-DCM:

Candidates for DCM or alt DCM shall be members of S.E. District 60 who have served or currently serving as GSR or Alt-GSR. It is suggested that a member cannot serve as GSR and DCM simultaneously. A member can serve as a GSR and alt-DCM, but this practice is discouraged

6. Candidates for District Chair:

The Southeast District elect a district chair from among its present or past DCM's. The term of service for district chair for two years. It is suggested that the district chair serve one term in the spirit of rotation. The role of the district chair is to better coordinate the operation and work of the DCM's in the district. The District chair will also serve on the area 57 advisory budget committee.

C. District Service Committee:

District Service Committee shall be composed of the District Service Chair and Group Service Representatives (GSR). All groups are encouraged to participate.

1. District Service Committee Chairs Appointment:

The newly elected District Chair shall appoint the district service committee chairs as soon as possible, after district elections. Those eligible to serve, are past DCM's, alt-DCM's, AA members involved in general service at the group level and who have the time and willingness to serve. The term of service is two (2) years. The District Chair will appoint a district treasurer to serve a two (2) year term. The District Chair will appoint a district secretary to serve a two (2) year term.

Appointed District Service Committee chairs, District Treasurer, District Secretary, are non- voting district members. They cannot make motions and vote, they can participate in discussion.

2. District Service Committee's:

Public Information (PI) The purpose of this committee is to assist local AA groups in the district to disseminate accurate information to the public and within the fellowship of Alcoholics Anonymous in the district. Information dissemination techniques including the placing of conference approved, no charge public service announcements with radio and television ; the distribution of pertinent conference approved publications; assisting in providing A.A. members as speakers for non-A.A. Meetings. Inform the Area 57 PI Chair of activities in the district

Treatment Facilities (TF): The purpose of this committee is to assist local A.A. group within the district with working treatment facilities in their community, to sponsor hospital groups to assist with conference approved literature distribution to hospital groups. Inform the Area 57 TF Chair of activities in the district.

Bridging The Gap (BTG): The purpose of this committee is to assist local A.A. groups in the district with carrying informational meeting into treatment and correctional facilities. To also assist in getting a temporary contact and a plan to

get them to an A.A. meeting upon release. Inform the Area 57 BTG Chair of activities in the district.

Cooperation with the Professional Community (CPC): The purpose of this committee is to assist local A.A. group in the district with their local CPC activity. To provide information to the professionals in the district about A.A. 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 A.A. is, where it is, what A.A. can do and what it can't do. Inform the Area 57 Chair CPC of activities in the district.

Correctional Facilities (CF): The purpose of this committee is to assist local A.A. groups in the district, to sponsor meetings in penal institutions. Inform the Area 57 CF Chair of activities in the district.

Grapevine: The purpose of this committee is to assist local AA in the district with information and literature. To encourage the sale of the A.A. Grapevine. Inform the Area 57 Grapevine Chair of activities in the district.

Archives: The purpose of this committee is to acquire, preserve and display information and memorabilia about the history of Alcoholics Anonymous in district 60 or Southeast Oklahoma. Inform the Area 57 Archives Chair of the activities in the district.

Language Services: The purpose of this committee is to assist local A.A. groups help non-English speaking members printed material. Will also help non- speaking members the opportunity to participate in district meetings.

Gratitude Plan: The Oklahoma Gratitude Plan Committee purpose is to assist local A.A. groups in the district about the opportunity to contribute to the Area Committee via the Gratitude Plan.

Technologies: The purpose of the Technologies Chair is to assist local AA groups in the district with information, encouragement, direction in the use of new and existing electronic technologies. Ensuring that the Twelve Traditions and Twelve Concepts are followed. Working with the District Web-master, keeping

district events, groups meeting listings are up to date. Encourage the use of the Area 57 web-site. Serving as a committee member of the Area 57 Technologies Committee.

District Treasurer: The district Treasurer will maintain an operating checking account to cover all district expenses and maintain a prudent reserve that the GSR's and alt-GSR's in the district have specified. A quarterly financial report on group contribution in the district, report on expenditures and the balance of the district checking account and prudent reserve, give financial report on expenditures for district hospitality expenses at the Area 57 State Conference, the Annual Southeast District Picnic expenditures. Maintain a Post Office Box for group contributions.

A budget committee composed of the District Treasurer as chair person, district chair, district service committee chairs, shall prepare a proposed budget for the coming year and present the proposed budget at the May/June district quarterly meeting to the GSR's and alt-GSR's for consideration. Final Authority and approval of the district budget by the GSR's and alt-GSR in the S.E. District will be voted on at the district's quarterly meeting in Aug/Sept.

At the 4th quarter district 60 meeting, the district 60 treasurer will give a report on District 60 service committee line item funds for the current budget year. The District 60 Group GSR's and alt-GSR's will hear reports from the District service chairs as to remaining funds in the Service chairs line item budgeted (zero balance or unused funds). The District Treasurer will make a recommendation to transfer funds from one service committee to another (as needed) to expend the funds. Discussion or comments from the GSR's and alt-GSR's. The District Chair will ask for a motion and a second from GSR's or alt-GSR's to approve the change to District 60 Service Committee line item budget.

District Secretary: Maintain Southeast District data base of all AA groups and GSR's and Alt-GSR's, District Service Chairs.

Assist the District Chair with preparing the District Agenda for the quarterly meeting. Provide and maintain sign in sheet at each quarterly district meeting.

Send out notice of up-coming District meeting to GSR's of the AA groups in the Southeast district (via email and/or hard mail), forward a copy of the District quarterly agenda to district web-master so it can be posted on the Southeast District web-site.

Transcribe the minutes of each quarterly District meeting. Maintain a District book and file on all past district minutes. Also forward a copy of the minutes to the Area 57 Secretary to be put in Area Archives.