

WEST CENTRAL DISTRICT 20
AREA 57

POLICY AND PROCEDURE MANUAL

Revised September 9, 2019

PURPOSE

- 1a) The West Central District Guidelines are meant to be suggestive in nature, and are not to be interpreted as absolute law for guiding the District. As the spirit of rotation creates new committee members and a new chairperson each year, the District Guidelines will ensure continuity in voting procedures, filling of vacancies created by resignation, duties of committee members, etc.
- 1 b) The Guidelines are a record of policies based on the collective experiences of the District. The District is also responsible to keep in mind the Area 57 Policy and Procedure Manual and the GSO Service Manual.

AREA

- 2a) The West Central District includes AA groups west of Western Avenue in Oklahoma City to include parts of Canadian, Kingfisher, Grady, Logan, and McClain counties.
- 2b) The West Central District is divided into "zones" that are geographically defined. If possible, a DCM and Alternate DCM will be assigned a zone that includes his/her home group and that is geographically convenient to the DCM and Alternate DCM. The District Chairperson shall keep a map of the zones for assignment purposes.

ZONES DEFINED

- 3a) Zone 1
NORTH BORDER OF DISTRICT 20 to HEFNER RD. from COUNTY LINE RD. to WESTERN AVE.
- 3b) Zone 2
HEFNER RD. to NW 63RD from COUNTY LINE RD. to WESTERN AVE.
- 3c) Zone 3
NW 63RD to NW 36TH from COUNTY LINE Rd. to WESTERN AVE.

3d) Zone 4

NW 36th to I-40 from COUNTY LINE RD. to WESTERN AVE.

3e) Zone 5

I-40 to SOUTH BORDER OF DISTRICT 20 from WEST BORDER OF DISTRICT 20 to WESTERN AVE.

30 Zone 6

NORTH BORDER OF DISTRICT 20 to I-40 from WEST BORDER OF DISTRICT 20 to COUNTY LINE Rd.

MEETINGS

4a) As discussed in the Area 57 Policy and Procedure Manual, the District meetings are held prior to each Area meeting. Area meetings are held in September, December, March, and June of each year. West Central District meetings are usually held the Sunday before the Area meeting. As of the date of these Guidelines, location of West Central District meetings will be decided by the District Chair and published in the Area 57 newsletter.

4b) The purpose of the District meetings is to bring the trusted servants of the District together so that they can be better informed, share problems, and find solutions to help serve the suffering alcoholic in and out of Alcoholics Anonymous.

c) The suggested District 20 meeting format should include the following agenda items:

Serenity Prayer
District Chair Report
Minutes from previous meeting
Treasurer's Report
Announcements
GSR Roll Call and Reports
DCM Roll Call and Reports
Service Committee Reports
Old Business
New Business
Discussion item(s)
Adjournment

ELECTIONS

5a) Elections are held at the September District meeting (of odd-numbered years). Those elections will be for DCMs, Alternate DCMs, the District Chairperson, District Secretary, and District Treasurer.

Those elected will take office after the September Area Assembly. If, however, a DCM or Alternate DCM position is vacated during the term, the election for that position will occur at the next District meeting, and that newly elected DCM or Alternate DCM will begin serving his or her position immediately (and will finish the current term until the next scheduled elections for the position). Only GSRs, or Alternate GSRs and bonafide substitutes may vote motions.

- 5b) Any DCM not in attendance at two (2) consecutive Area Committee Meetings is considered to have automatically resigned unless a qualified substitute is present. A successor DCM shall then be appointed by the District Chair to fill the remainder of the unexpired term and affirmed at the succeeding District meeting by the GSRs, Alternate GSRs or bona fide substitutes.

District Chairperson:

- 5c) In the September District meeting, after the DCMs and Alternate DCMs are elected, the election will be held for the District Chairperson. Those eligible include the past or present DCMs of the district. This is a two-year elected term. The position commences after the September Area Assembly.

District Secretary and Treasurer:

- 5d) In the September District meeting, after the election of DCMs, Alternate DCMs, and District Chairperson, the election is held for Secretary and Treasurer. Past or present DCMs who will be in office after the September Area Assembly are suggested as the preferred eligible candidates, but current DCM status is not required.

Voting Procedures:

5e) Order of voting:

1. Vote for DCMs .
2. Vote for Alternate DCMs.
3. Vote for District Chair, Secretary, and Treasurer.

- 5f) Candidates for election to DCM and Alternate DCM shall be members of the West Central District who have served or are serving as GSR or Alternate GSR. In accordance with the Area 57 Policy and Procedure, a member cannot serve as GSR and DCM simultaneously. However, a member may serve as GSR and Alternate DCM, although this practice is discouraged.

5g) Only GSRs and Alternate GSRs or bonafide substitutes may vote in district meetings. Each AA group has two votes.

JOB RESPONSIBILITIES

(Please refer to the AA Service Manual and Area 57 Policy and Procedure Manual.)

District Chairperson: two-year elected term

- 6a) Candidate must be a current or recent past DCM and have enough sobriety to be eligible for election as an Area Delegate. The District Chairperson should be familiar with: The Twelve Traditions, Robert's Rules of Order, the AA Service Manual, Area 57 Policy and Procedure Manual, and the West Central District Guidelines. The District Chairperson shall chair each District meeting.
- 6b) In addition, the District Chairperson shall choose service committee chairs for the District, set the dates for quarterly meetings and notify the Area Secretary, provide communication between the state office and the District, attend Area advisory and quarterly meetings, and attend monthly service meetings. The District Chairperson shall assign each DCM and Alternate DCM the zones to which they are responsible.

Alternate District Chairperson: one two-year elected term

- 6c) The Alternate District Chairperson should be able to meet the same requirements as the Chairperson and should assist the chairperson appropriately to achieve the duties and responsibilities described in the above description of the District 20 Chairperson.
- 6d) In the event that that Chairperson should have to resign, the alternate chairperson should be ready to fill the role as Chairperson until the next annual election.

DCM: two-year elected term

- 6e) A DCM or alternate should first have been a GSR or alternate. A DCM is responsible for visiting assigned groups. The DCM and Alternate DCM will decide who will cover which groups in their assignment, and the DCM will, if necessary, give a brief report on his/her groups at the Area Meeting

Alternate DCM: two-year elected term:

6f) An Alternate DCM should first have been a GSR or Alternate GSR. The Alternate DCM is responsible for covering part of the groups in his/her assignment and reporting information about these groups to the DCM.

District Secretary: two-year term elected term

6g) The secretary is responsible for taking and keeping the minutes for the District meetings. Other responsibilities include updating lists of names, addresses, and phone numbers of all service positions within the District, providing copies of previous of previous District meetings, and providing a sign-in sheet for the District meetings.

District Treasurer: two-year elected term

6h) The treasurer is responsible for providing the treasurer's report at the District meeting, and keeping the checking account for the District. Other responsibilities include depositing all received cash and checks and paying all District bills. The treasurer must have District approval on any expenses outside of regular District expenses. In addition, the treasurer will be responsible for a post office box in a convenient location for the District. The chairperson and the treasurer will each be provided a key to the post office box.

Service Committee Chairpersons: one-year appointed term (no term limit)

6i) The District chairperson appoints all District Service Committee Chairs. Upon appointment, the Service Committee Chairs will become part of the corresponding Area 57 Service Committee. Service Committee chairpersons should familiarize themselves with the section of the Area 57 Policy and Procedure Manual entitled "Service Committees."

6j) Service Committee Chairpersons include: Public Information, Treatment, Corrections, Bridging the Gap, Cooperation with the Professional Community, Area 57 Gratitude Plan, Archives, Language Services, Grapevine, Policy and Procedure, and Technology. These may be consolidated per suggestion of District Chair.

FINANCIAL

Prudent Reserve

7a) It is suggested that the District maintain a \$150 prudent reserve.

Expenditures

7b) The District Chair, Alternate District Chair, and District Treasurer will review and approve or deny expenditures requested by Service Committee chairpersons. In the event of opinion differences, expenditures may be presented to the GSRs for consideration at the next district meeting.

Check Signing

7c) The District Chairperson, District Secretary, and District Treasurer will act as authority to the District checking account (sign checks, review account information, and act as liaison for record).

CHANGES TO WEST CENTRAL DISTRICT POLICY AND PROCEDURES MANUAL

- 8a) Once this document has been approved, any member of the the West Central District may submit a request for a change to the Manual. Changes must be submitted in writing with a copy to the District Chair, District Secretary, and the District Policy and Procedure Chair. Submissions may be made at any regularly scheduled District meeting.
- 8b) The District Chairperson shall appoint an ad hoc committee that shall include the Policy and Procedures Chair to study the proposal and make a recommendation for approval or disapproval at the next scheduled District meeting. The proposed change shall be assigned to the business agenda of the next meeting under New Business.
- 8c) The District Chair will distribute the proposed change at the District meeting and the East Central/West Central Districts Service meeting in an effort to get this information to all DCMs, Alternate DCMs, GSRs, and Alternate GSRs.
- 8d) At the next District meeting, the Policy and Procedure Chair will once again read the proposed change in its entirety. The District Chair will ask for the ad hoc committee report. The floor will then be open for discussion and voting will be conducted. A 2/3rd majority vote by those GSRs, Alternate GSRs, or substitutes in attendance will decide whether the change is adopted or rejected.

WHEN IN DOUBT

- 9a) Check the Area 57 Policy and Procedure Manual and/or the AA service manual.

REVISION HISTORY

- 3/1/20 Changed the title from Guidelines to Policies and Procedures Manual. Plus the way the Chairperson is elected in paragraph 5c from, “This is a one year term and one consecutive year term.” to “This is a two year term.” Was voted on and accepted.
- 8/28/22 Created a Zone 1 from the north border of District to Hefner Rd. and County Line Rd. to Western ave. West border of zones 2,3,4, extended from Rockwell to County Line Rd. South border of zone 4 was changed from SW 59th to I-40. The north border of zone 2 was change from north border of District to Hefner Rd. The south and north borders of zones 5 & 6 respectively was changed from SW 59th to I-40.