Area 57

(Oklahoma)

AREA COMMITTEE

POLICY AND PROCEDURES MANUAL

REVISED March 2019

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Recent Revision History

12/14/2003	Last major revision
6/10/2007	Section E-2 revised to reflect wider Bridge the Gap activity beyond treatment.
3/09/2008	Section D-1 revised to change requirements for District Chair to include DCMs or past DCMs.
6/08/2008	Section A-1 revised to document our process of electing Area 57's candidate for Southwest Regional Trustee or Trustee at Large
	Section A-3 revised to document the election process for electing Area 57's candidate for SW Regional Trustee or Trustee at Large
	Section B-14 added (Duties of Area Treasurer)
	Section C-5 revised to add budgeting for the Area Office
	Section C-7 revised to clarify & expand the financial reporting
	Section C-9 revised to clarify the process by which audits or reviews are to be performed and specify more oversight of the process
	Section C-10 revised to: 1) change title to include “and Taxes”; 2) more clearly specify our compliance with tax laws, and 3) broaden the scope to include all taxing authorities
	Section C-11 added to cover unexpected major expenses that cannot wait until the next Area Committee Meeting
	Section H - a new section was created. Section H covers the Area Office, H-1 its purpose, H-2 its location and H-3 its services
	Section I - The previous Section H (Okla. Modified Voting Procedure) became “I”.
9/14/2008	Section B-6 revised to add reviewing bank statements ASAP after received
	Section B-14 revised to add that Area Treasurer will arrange with bank(s) to send bank stmts. and correspondence to the State AA Office
3/22/2009	Add dates for the last revisions to Duties of Secretary and Duties of Treasurer & State Conference Guidelines
6/14/2009	Section G-7 revised to change language so SW Regional Trustee expenses to come to our State Conference are only paid when he(she) is the speaker
	Section B-2 revised to change start date for elected officers from end of Sept. meeting to end of December meeting & allow a 3-month working together of incoming & outgoing
	Section E-1 revised to change start date for appointed Area Service Committee Chairs from end of Sept. meeting to end of December meeting & allow a 3-month working together of incoming & outgoing
	District Map - updated to show boundary change allowing Paul’s Valley to move to District 10
9/13/2009	Section C-9 revisions to the Audits and Review requirements
12/13/2009	Section G-5 revisions to add room at Conference for Archivist & further clarify expenses for the Southwest Regional Trustee
	D-5 add a paragraph to outline district boundary change policies & add the district map to the P&P Manual
3/21/2010	The 6th item under G-5 was clarified by adding "if the SW Trustee is a speaker"
	The 7th item under G-5 added "the Archivist" to the rooms provided at the State Conference
	The paragraph D-5 “District Boundaries & Map” was withdrawn by the Policies & Procedures committee.
6/13/2010	Section I - Modified Form of the "Third Legacy" Election Procedure was stricken in its entirety and replaced with the language proposed at the March 2010 Area Committee Meeting
6/12/2011	Section C-1 was revised to document changes necessary to have a treasurer in Tulsa rather than Oklahoma City, to include writing checks in "emergency situations", and to implement a range for prudent reserve and what to do if the prudent reserve is outside that range.
	Section C-9 one word changed on procedure for audit ("will" to "may")
12/11/2011	Section G-3 was revised to change the language on location of the State Conference from “shall alternate between Oklahoma City and Tulsa” to “alternate between the Oklahoma City metropolitan Area and the Tulsa metropolitan area”. Inserted a new Section “H” for Fun in The Fellowship and the previous Section H and I became I and J.
3/18/2012	The 2nd item under Section G-5 was revised by rewording to clarify how the State Conference Committee develops “a Conference plan” which includes the program schedule, the list of speakers, the registration fee and the flyer and how and when the Conference plan is presented and approved.
	The 3rd item under Section G-5 was revised by any surplus from a State Conference will be place in the Area Funds and deleted “for distribution as recommended by the Area Committee.
	Section G-8 was amended by deleting the letter to be sent to treatment facilities.
6/10/2012	Changes the subsection of Section E-2 regarding Media Services Committee by changing the name of the committee to “The Technologies Committee” and changing the definition and purpose of the committee.
9/16/2012	Section B-10 was changed to establish in writing the procedure for making changes to our Area 57 Policy & Procedures Manual. Proposed changes must be submitted in written draft form to the P&P Chair.

6/10/2017	Section B-1 amended to allow alternate DCMs to vote in lieu of absentee DCMs
9/10//2017	Eliminated requirement for coffee to be budgeted for Area Committee meetings.
03/10/2019	The following changes were made as the result of a motion passed at the December 2018 Area meeting to modify the duties, oversight and election of the Area Treasurer: Section B-2 updated to add “Treasurer” and “Alternate Treasurer” to list of elected officers. Section B-3 updated to include Area Secretary as only appointed officer, removing the Area Treasurer as an appointed officer. Section B-14 updated to specify that proposed changes to the working document “Duties of the Area 57 Treasurer” should be submitted to the Area Budget and Finance Committee, removing instructions to submit proposed changes to the Area Advisory Committee. Added Section B-15. Section C-1 replaced by Sections C-1, C-2 and C-3. Subsequent C-section numbers updated. Section C-6 language replaced in its entirety. Updated Section C-7-a, C-7-b, and C-7-e to include the Alternate Delegate, Alternate Area Chair, and Alternate Treasurer, respectively. Added Section C-9. Section C-10 language replaced in its entirety. Updated Section C-11 to include language specifying oversight of Conference funds by the Budget and Finance Committee. Updated Section C-12 to specify it is the Area Committee that determines an audit may need to be done, removing the Area Chair as determining individual. Updated language to specify the audit is delivered to the Budget and Finance Committee, removing the Area Chair as the individual to receive the audit. Updated Section C-14 to specify it is the Area Budget and Finance Committee that may authorize use of emergency funds, not the Area Chair and Area Policy and Procedures Chair.

A. AREA 57 / OKLAHOMA GENERAL ASSEMBLY

A-1 Purpose

The General Assembly of Area 57 / Oklahoma shall meet annually to approve the budget as recommended by the Area Committee and biennially (even numbered years) to elect the Area Delegate, Alternate Area Delegate, Area Chair and Alternate Area Chair (The Elected Officers). In those years when the Area is to nominate a candidate for Southwest Regional Trustee or Trustee at Large, the General Assembly will select Area 57's candidate for the position.

A-2 Voting Eligibility

Only the general Service Representative (GSR) and Alternate General Service Representative (Alt. GSR) of each group in Area 57 / OK and/or a bona fide substitute are eligible to make motions and vote at the General Assembly. Each group shall have a maximum of two (2) votes. A bona fide substitute is a group's member duly appointed by the absentee GSR or Alt. GSR. District Committee Members, unless acting as a substitute GSR or Alt. GSR, are not eligible to make motions and vote, but may take part in discussion.

A-3 Voting Procedure

For election of the Elected Officers, the Area 57/OK modified form of the “Third Legacy” election procedure may be used in lieu of the A.A. Service Manual Third Legacy Procedure with approval of two-thirds (2/3) majority of the General Assembly. The same voting procedure used to elect officers will be used in selecting the Area 57 candidate for Southwest Regional Trustee or Trustee at Large in those years when one is to be selected.

All other matters of consideration by the Area Assembly require substantial unanimity as represented by a 2/3 majority of members voting.

A-4 Date

The General Assembly shall be scheduled when possible, so as not to conflict with the annual Southwest Regional Service Assembly, Southwest Regional Forum or Southwest Regional Delegates Assembly.

A-5 Location

The General Assembly shall be held in Oklahoma City.

B. AREA 57/OKLAHOMA AREA COMMITTEE

B-1 Voting Members

The Area Committee is composed of six (6) District Committee Members (DCMs) from each of the Area Districts. The term of office is two (2) years. Three (3) DCMs are elected from each district each year. In the spirit of rotation, a DCM should serve only one term. Only these members may make motions and vote at the Area Committee meeting. An alternate DCM may make motions and vote in the absence of a DCM, provided that no District may cast more than six (6) votes on any motion.

B-2 Elected Officers

The Elected Officers of the Area Committee are the:

- Area Delegate
- Area Alternate Delegate
- Area Chair
- Area Alternate Chair
- Area Treasurer
- Area Alternate Treasurer

These Officers are elected biennially (even numbered years) at the September Area General Assembly to a two-year term. The two-year term for all of these Elected Officers will commence immediately at the close of the December Area Committee Meeting. The incoming and outgoing Elected Officers will work together for continuity from September to December. In the spirit of rotation, these Officers are elected to serve only one term. Elected Officers may not vote or make motions at Area Committee meetings, but may participate in discussions.

B-3 Appointed Officers

The Appointed Officers of the Area Committee are the:

- Area Secretary

The duly elected Area Chairman, with the approval of the Area Committee, appoints this officer. Appointed Officer may not vote or make motions at Area Committee meetings, but may participate in discussions.

B-4 Area Archivist

The Area shall have a permanent Archivist appointed by the Area Chair and approved by the Area Committee on a biennial basis.

B-5 Area Webmaster

The Area shall have a permanent Webmaster appointed by the Area Chair and approved by the Area Committee on a biennial basis.

B-6 Duties of the Area Secretary

The duties of the Area Secretary are set forth in a document entitled “Duties of the Area 57 Secretary” (Revised 3/20/2011) on file at the Oklahoma Area Committee office in Oklahoma City. This is a working document approved by the Area Committee. Changes may be submitted by the Area Chair to the Area Advisory Committee for review and recommendation. Final approval for any change must come from the Area Committee. However, the Area Chair has discretion to make urgent or obvious changes, pending approval of the Area Committee. The Area Secretary, as a paid employee of the Area Committee, may be alcoholic or nonalcoholic.

B-7 Ex-Officio Members

All past Delegates shall be non-voting, advisory Ex-Officio members of the Area Committee. It is suggested that Ex-Officio members not serve as a General Service Representative (GSR) or as a District Committee Member (DCM), but may serve as Chair of, or as a member of, any Area Service Committee.

B-8 Service Committee Chairs

Chairs of Service Committees, who are not members of the Area Committee, are not authorized to vote or make motions but may take part in discussions.

B-9 Official Recorder

The Official Recorder is appointed by the Area Chair with the approval of the Area Committee. The Official Recorder is responsible for the audio recording of all quarterly Area Committee Meetings and the General Assembly. Other Area functions may be recorded as designated by the Area Chair with the approval of the Area Committee. Responsibility for the reproduction of taped material or the use of recording, audio-visual, or closed circuit television rests with the Official Recorder. The Official Recorder shall function within our Traditions, General Service Conference actions and Area guidelines. The Official Recorder is a non-voting position. The Area shall budget funds for taping quarterly meetings and the General Assembly.

B-10 Voting Majorities

Any change in Policy and Procedures requires review and discussion by the fellowship followed by a two-thirds (2/3) majority of Area Committee members voting.

a. Proposals for changes to Policy and Procedure are to be submitted in written draft form to the Policy and Procedures Chair, who will assist in creating the precise formal wording of the proposal, and will ensure consistency within the Policy and Procedures Manual. The Chair's role here is for clarity and Consistency, not to decide on the merits of the proposal.

b. The Proposal will be presented for discussion at an Area Committee meeting, then be available for Fellowship review and comment, and will finally be voted on at the next Area Committee meeting.

All other matters of consideration by the Area Committee require substantial unanimity as represented by a 2/3 majority of members voting.

B-11 Meeting Attendance

Any Area Committee Member not in attendance at two (2) consecutive Area Committee Meetings is considered to have automatically resigned unless a qualified substitute is present. A successor Committee Member shall then be elected by the District affected to fill the remainder of the unexpired term.

B-12 Meeting Location and Frequency

Area Committee Meetings shall be held quarterly in September, December, March and June of each year. The September meeting shall immediately precede the annual General Assembly. All Area Committee Meetings shall be held in Oklahoma City. The Assembly shall be scheduled when possible, so as not to conflict with the Southwest Regional Service Assembly, Southwest Regional Forum or Southwest Regional Delegates Assembly.

B-13 Meeting Cost

The Area Committee shall pay for the cost of meeting room(s) and coffee for the Area Committee Meetings and the General Assembly. The Committee shall annually budget the cost of these meetings in an item in the Area Committee budget.

B-14 Duties of the Area Treasurer

The duties of the Area Treasurer are set forth in a document entitled "Duties of the Area 57 Treasurer" (Rev. TBD) on file at the Oklahoma Area Committee office in Oklahoma City. This is a working document approved by the Area Committee. Changes may be submitted by the Area Budget and Finance Committee for review and recommendation. Final approval for any change must come from the Area Committee. However, the Area Chair has discretion to make urgent or obvious changes, pending approval of the Area Committee.

B-15 Duties of the Alternate Area Treasurer

The duties of the Alternate Area Treasurer are set forth in a documented entitled "Duties of the Alternate Area 57 Treasurer" (Rev. TBD) on file at the Oklahoma Area Committee office in Oklahoma City. This is a working document approved by the Area Committee. Changes may be submitted to the Area Budget and Finance Committee for review and recommendation. Final approval for any change must come from the Area Committee.

C. BUDGET AND FINANCE

C-1 Budget and Finance Committee

The Budget and Finance Committee shall oversee Area financial affairs and monitor financial reporting, internal financial controls, and compliance with tax laws, and shall prepare an initial annual budget to be submitted in accordance with Sections C-6 and C-7. A working documented entitled "Budget and Finance Committee" (Rev. TBD) which entails how the committee is to be formed and duties therein is on file at the Oklahoma Area Committee office in Oklahoma City. This is a working document approved by the Area Committee. Changes may be submitted to the Area Budget and Finance Committee for review and recommendations. Final approval for any change must come from the Area Committee.

C-2 Operating Account

The Operating Account is an account in which a sum sufficient for the day to day operations of Area Committee business shall be maintained. It is suggested a balance equal to three months operating expenses be maintained.

a. The Operating Account will be maintained in a different financial institution from the Savings Account. No one individual may be a signer on more than one account.
b. The Area Treasurer, and at least three other persons, selected by the Budget and Finance Committee, will be authorized signers on the Operating Account. All checks over $100 written against the account or debit card transactions must have approval of two authorized signatures.
c. All disbursements from the Operating Account must be documented by matching deposits to the Savings Account, written/electronic invoice, or receipt for reimbursement, except for recurring fixed costs evidenced by contract or subscription.
d. Bank statements for the Operating Account will be mailed to the Area 57 office and distributed by the Area Secretary to the Alternate Treasurer, who will perform a review of the bank account from the original bank statements (not copies) and will verify payments and receipts, and verify dual signature by authorized parties for the checks exceeding $100.
e. The Budget and Finance Committee will determine a threshold minimum and maximum balance which, when once exceeded, will require consideration of a transfer to or form the Savings Account.

C-3 Savings Account

The Savings Account will contain the funds beyond the day to day operational needs of the Area Committee.

a. Savings Account will be maintained at a different financial institution from the Operating Account.
b. The Area Chair, Area Delegate and at least two other persons selected by the Budget and Finance Committee will be authorized signers on the Savings Account. All checks written against this account must bear two signatures.
c. All disbursements from the Savings Account should be documented by the matching deposit to the Operating Account, written or electronic invoice or receipt for reimbursement.
d. Bank statements for the Savings Account will be mailed to the Area 57 Office and distributed by the Area Secretary to the Area Treasurer, who will reconcile the bank account from the original bank statements (not copies), verify payments and receipts, and verify dual signatures by authorized parties as required.

C-4 Contributions

GSRs should determine the proportionate share per member per annum for support of the Oklahoma Area Budget. Contributions, when possible, should be made monthly. GSRs should determine the proportionate share per member per annum for support of the General Service Office based on the method of contribution suggested by the General Service Conference. Earmarked funds are no longer accepted but will be added to the general fund. Contributions from groups or individuals that are earmarked for a specific committee or function should be gratefully acknowledged in writing using a working document on file at the Area Office entitled “Earmarked Funds Letter.”

C-5 Fiscal Year

The fiscal year of the Area Committee shall begin on September 1 and end on August 31.

C-6 Budget Process

The Budget Process shall begin with a proposal prepared by the Area Treasurer and presented to the Budget and Finance Committee. The Budget and Finance Committee shall then develop a preliminary budget to be presented at a meeting of Area Officers, Ex-Officios Area Service and District Chairs to be held immediately prior to the June Area meeting. This Preliminary Budget shall then be presented to the Area Committee at the June Area meeting. The Budget as approved by the Area Committee (the Proposed Budget) shall be made available to the Area 57 groups for review and discussion until the Area Assembly meets in September, at which time the Area Assembly shall finalize and approve the budget.

C-7 Budget Items Required by Policy

a. The Area shall budget funds to assist the Area Delegate and Alternate Delegate in visiting Districts and groups in the Area.
b. The Area shall budget funds to assist the Area Chair and Alternate Area Chair in visiting Districts and groups in the Area.
c. The Area shall budget funds for the Area GSO Conference Expense in an amount specified by the General Service Conference to contribute funds toward the expenses of the Conference meeting in New York.
d. The Area shall budget funds to cover the non-profit mailing permit number 496, issued in the name of the Oklahoma A. A. State Committee, by the Oklahoma City Post Office on August 23, 1967.
e. The Area shall budget funds to cover the Area Treasurer's and Alternate Treasurer's expense.
f. The Area shall budget funds to cover the cost of meeting room(s) for the Area Committee Meetings and the General Assembly. (See Area Committee, Meeting Costs)
g. The Area shall budget funds to cover the cost of taping quarterly meetings and the General Assembly. (See Area Committee, Official Recorder)
h. The Area shall budget funds to cover expenses of maintaining the Area Office.

C-8 Service Committee Funding

The Area, in an amount annually designated in the Area budget, shall fund expenses of Service Committees. The Area Committee, prior to the expenditure, shall approve expenditures in excess of the approved budget.

C-9 Accountability of Area 57 Monies

All Area 57 service individuals receiving money from Area 57 to perform their service duties related to Area 57, are asked to submit at least quarterly expense reports (working document entitled "Area 57 Expense Report") with receipts to the Budget and Finance Committee.

C-10 Financial Reporting

The Area Treasurer will prepare, present and discuss quarterly and annual financial statements, in accordance with Area 57 Policy and Procedures manual, to be distributed at Area 57 meetings.

C-11 Area Conference (State Conference)

Three thousand dollars ($3000) shall be advanced to the Area Conference Finance Chair from Area Funds each year for preliminary expenses for the Area Conference. If the Conference experiences a revenue shortfall. The Area Treasurer is directed to pay the shortfall from the Area Funds. Should the Conference experience a surplus of revenue over expenses, that money will be placed in the Area funds for distribution as recommended by the Area Committee. The Conference Finance Chair following each Conference shall provide a statement of revenue and expenses to the Area Committee. There will be additional oversight of Conference funds by the Budget and Finance Committee.

C-12 Audit or Review

If the Area Committee decides that a written independent financial Audit or a Review of the Area Committee finances needs to be done, the Area Chair may select a non-alcoholic Certified Public Accountant and will specify whether an Audit or a Review is performed. Any final Audit Report or Review Report will be delivered to the Budget and Finance Committee.

C-13 Non-profit Status and Taxes

The Area Treasurer shall maintain the Committee's non-profit status and will file appropriate tax returns as required by taxing authorities. The Area Treasurer will withhold payroll taxes and will file appropriate tax forms as required by taxing authorities.

C-14 Emergency Expenditures

The Area Chair, with the concurrence of the Area Budget and Finance Chair, may authorize emergency or urgent unexpected expenses that cannot be deferred until the next Area Committee Meeting, with notice given to the Committee for their disapproval, if any, at the next meeting.

D. DISTRICTS

D-1 Organization

Each district shall be composed of six (6) District Committee Members. Three DCMs are elected from each District each year. The term of office is two (2) years. In the spirit of rotation, a DCM should serve only one term.

Districts may elect Alternate District Committee Members if the need arises. Each District shall elect a District Chair from among its present or past DCMs. The role of the District Chair is to better coordinate the operation and work of the DCMs in the District.

D-2 Adding Districts

Additional Districts may be added as necessary, with prior approval of the Area Committee.

D-3 District Service Committees

The District Chair shall appoint District Service Chairs to the Area Service Committee. District Service Chairs for Treatment Facilities, Correctional Facilities, Public Information, Cooperation with the Professional Community, Grapevine, Archives, Bridge the Gap, Policy and Procedure, the Area 57/OK Gratitude Plan, Language Services, and Technologies should be appointed to work with the Area Service Committee Chair who is appointed by the Area Chair. The role of the District Service Chair is to coordinate service work in the District. These representatives should have two years of continuous sobriety as suggested in the AA Service Manual.

D-4 District Meetings

Each District shall hold a quarterly meeting, prior to the quarterly Area Committee Meeting. All GSRs and Alt. GSRs, DCMs and District Service Chairs should attend this meeting. Only GSRs and Alt GSRs are authorized to make motions and vote. DCMs and District Service Chairs are not authorized to make motions or vote in District Meetings, but may participate in discussions.

E. SERVICE COMMITTEE CHAIRS

The newly elected Area Chair or the newly elected Officers of the Area Committee shall appoint the Area Service Committee Chairs as soon as possible after the September elections (even numbered years). The Area Service Committee Chairs shall be past Area Committee Members (District Committee Members), Ex-Officio members, or members of A.A. who are actively participating in Area Committee Meetings or A.A. General Service work and who have the time and willingness to serve. Area Service Chairs and their Committees shall at all times be responsible to the Area Committee as a whole. The newly appointed Area Service Committee Chairs will be approved at the December Area Committee Meeting and shall commence their two-year term immediately at the close of the December Area Committee Meeting. The incoming and outgoing Area Service Committee Chairs will work together for continuity from September to December.

E-1 Approved Service Committees

ARCHIVES

This committee shall consist of an Area Archives Chair, and eight District Archives Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Archives activity. The Archives Committee

is responsible for establishing policy, budgets and procedures. It undertakes and maintains final responsibility and authority for the use of the archives and exercises its group conscience in regard to matters of general policy.

ARCHIVIST

The Archivist collects, organizes, and preserves material of historic interest. The Archivist selects a representative sample of the collection and arranges those into a traveling display. The Archivist is responsible for both the physical and intellectual integrity of the collection. The Archivist is responsible to report regularly to the Area Committee or to the Area Archives Committee about new material received and give updates about ongoing projects at the archives. All expenses, including but not limited to transportation, crating, travel expense including room and meals for the Archivist, shall be paid by the requesting party or organization. A record of the donor of all articles given to the Oklahoma Archives shall be kept. If the Oklahoma Archives is terminated, those articles shall be returned to the donor or their heirs. Where the donor or heirs cannot be found or have no interest in their return, the articles shall be donated to the General Service Office in New York.

AREA 57/OK GRATITUDE PLAN

This committee shall consist of an Area 57/OK Gratitude Plan Chair, and eight District Gratitude Plan Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Area 57/OK Gratitude Plan activity. The Area 57/OK Gratitude Plan Service Committee is to inform the Area about the opportunity to contribute to the Area Committee via the Gratitude Plan.

BRIDGING THE GAP

This committee shall consist of an Area Bridging the Gap Chair and eight District Bridging the Gap Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Bridging the Gap activity. The Bridging the Gap Committee shall provide clients being released from a facility with a temporary contact and a plan to get them to A.A. meetings immediately upon discharge from the facility.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

This committee shall consist of an Area Cooperation with the Professional Community Chair, and eight District Cooperation with the Professional Community Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Cooperation with the Professional Community activity. The Cooperation with the Professional Committee shall inform professionals 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 communications with these professionals by informing them about what A.A. is, where it is, what A.A. can do and what it cannot do.

CORRECTIONAL FACILITIES

This committee shall consist of an Area Correctional Facilities Chair, and eight District Correctional Facilities Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Correctional Facilities activity. The Correctional Facilities Service Committee is to sponsor meetings in penal institutions.

GRAPEVINE

This committee shall consist of an Area Grapevine Chair, and eight District Grapevine Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Grapevine activity. The Grapevine Service Committee is to encourage the sale of the Grapevine.

LANGUAGE SERVICES

This committee shall consist of an Area Language Services Chair, and eight District Languages Services Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Language Services activity. The Language Services Committee is to provide non-English speaking members the opportunity to participate fully in Area Third Legacy service. This committee, to help overcome the language barrier experienced by non-English speaking members, will provide translators, translating equipment, and bilingual printed materials as deemed necessary. This will allow those who would otherwise be unable to serve because of language barriers, to be of service to other Area service committees where language keeps us from reaching all that wish to recover. All translating equipment will be kept at the Area Committee office and used under the supervision of the Language Service Committee.

POLICY AND PROCEDURES

This committee shall consist of an Area Policy and Procedure Chair, and eight District Policy and Procedures Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Policy and Procedures activity. The Policy and Procedures Service Committee is to maintain a correct and updated manuscript of the Area 57/OK Policy and Procedures Manual. The chair of this committee, or a designated substitute, is the official parliamentarian at the General Assembly and Area Committee meetings, with the duty of ensuring that all motions are permitted by the Area 57/OK Policy and Procedures Manual. The Area Policy and Procedures Service Committee will provide leadership in ensuring this Manual remains consistent with the changing needs of the Area.

PUBLIC INFORMATION

This committee shall consist of an Area Public Information Chair, and eight District Public Information Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Public Information activity. The Public Information Committee shall disseminate accurate information to the public and within the Fellowship of Alcoholics Anonymous. Information dissemination techniques include the placing of Conference-approved, no charge public service announcements with radio and television stations; the distribution of pertinent Conference-approved publications; assisting in providing qualified A. A. members as speakers for non-A.A. Meetings; and other services in the field of public information as deemed suitable by the Area Committee and the Public Information Committee.

TECHNOLOGIES COMMITTEE

This committee shall consist of an Area Technologies Chair, and eight District Technologies Chairs, one from each district. Also included as non-voting members will be the Web-Master (Sec. B-5) and a Traditions Advisor appointed by the Technologies Chair, normally a past Delegate. The primary purpose of this service committee is to set policy & guidelines for the content of the Area 57 website and for any future Area use of electronic communications technologies, ensuring that the Twelve Traditions and Twelve Concepts are followed. The Committee will provide encouragement, information, direction, and support to Districts, Groups and members in the use of new and existing technologies, to better carry the message within the Twelve Traditions.

TREATMENT FACILITIES

This committee shall consist of an Area Treatment Facilities Chair, and eight District Treatment Facilities Chairs, one from each district. The primary purpose of this service committee is to assist the districts with their local Treatment Facilities activity. The Treatment Facilities Committee shall coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities.

F. ADVISORY COMMITTEE

F-1 Advisory

The purpose of the Advisory Committee is to make recommendations on issues of policy and budget, including the

Conference budget and material or major actions of the Conference, to the Area Committee. The members of the Committee are the Area Officers, Ex-Officios and the District Chairs. The Committee meets two (2) times annually at the call of the Area Chair or on written request of at least three Committee Members.

G. AREA 57/OKLAHOMA CONFERENCE

G-1 Sponsorship

The Area Committee sponsors the Annual Area 57/OK Conference (State Conference). The Area Committee must first approve all material or major actions of the Conference Committee. The Conference Committee shall use a working document on file at the Area Office entitled "Area 57/Oklahoma Conference Guidelines" (Rev. 9/18/2011) to guide them in achieving a successful Conference. This is a working document and is a service piece to the Area Conference Committee. As a working document, it can be updated by the Area Conference Committee as their experience dictates.

G-2 Appointment of Conference Chair

The Area Chair shall appoint two Conference Chairs, one for the second year of his term and one for the first year of the succeeding Area Chair's term with the approval of the Area Committee. The Conference Chair shall appoint chairs of those conference committees necessary to provide a successful conference.

G-3 Location

The location of the annual Area Conference shall alternate between the Oklahoma City metropolitan area and the Tulsa metropolitan area.

G-4 Date

The date of the Area Conference shall be following the General Service Conference.

G-5 Finance and Budget

a. The Area Committee underwrites the expenses of the Area Conference. The Conference Chair appoints a Conference Finance Chair. Conference accounts are maintained separately from the Area accounts.
b. The Conference Committee shall develop a Conference plan and a proposed Conference budget. The plan is to include the program schedule, the list of speakers, the registration fee, and the flyer. The Conference Chair shall present the plan and budget first to the Advisory Committee for their approval, then to the Area Committee for final approval. These approvals are to be obtained no later than the December Area Committee meeting.
c. Three thousand dollars ($3000) shall be advanced to the Area Conference Finance Chair from Area Funds each year for preliminary expenses for the Area Conference. If the Conference experiences a revenue shortfall, the Area Treasurer is directed to pay the shortfall from the Area Funds. Should the Conference experience a surplus in revenue over expenses, that money will be placed in the Area Funds.
d. The Conference shall maintain a bank account for conference funds at a bank to be selected by the Conference Finance Chair. The account will maintain a minimum balance of $100.00 to be transferred from each conference to the next by change of signature authorities on the account.
e. The Conference Finance Chair following each Conference shall provide a statement of revenue and expenses to the Area Committee.
f. The Conference shall cover the cost of round-trip tourist airfare, room, meals and registration for speakers and for the Southwest Regional Trustee if the Southwest Regional Trustee is a speaker at the Conference.
g. The Conference shall cover the hotel room cost for the Conference Chair, the Conference Finance Chair, the Registration Chair, the Arrangements Chair, the Area Delegate, the Area Chair, the Archivist, and the Taper for Friday and Saturday nights.
h. The Conference registration for the Taper shall be complementary

G-6 Emcees

Each District shall recommend a member to serve as emcee for the Conference to the Conference Chair. If more than the necessary emcees are available, it is recommended that emcees be chosen from members recommended by Districts outside the host city.

G-7 Southwest Regional Trustee

The Southwest Regional Trustee shall be invited by written invitation (letter) to each Area Conference. The Area Conference will pay for the Southwest Regional Trustee's expenses (travel, room, meals & registration) when the Trustee is asked to speak -- which will be at one Conference during his/her four-year term, but not at the first Conference following his(her) election. The Southwest Regional Trustee may serve as the GSO speaker. The Area 57/Oklahoma Policy (in regard to expenses) should be included in the letter of invitation.

G-8 Relationship to Outside Enterprises

a. In accordance with Tradition Six, the Conference Committee shall issue registration badges on an individual basis only. Free registration may be provided as necessary.
b. The Conference Committee shall notify the Conference hotel at the time that the Conference dates are confirmed that the hotel will not rent out any room or space to any outside enterprise for the purpose of advertising said enterprise or providing hospitality rooms during the Conference.
c. The Conference Committee shall notify the hotel at the time that the Conference dates are confirmed that no hotel room or other space will be rented to any person or group who is dispensing or selling jewelry, trinkets, literature or books during the Conference.
d. In the spirit of cooperation, The Conference Committee can invite Al-Anon to participate by planning its own program, and the committee will arrange for facilities for the Al-Anon meetings (if space is available).

G-9 Literature

a. Only General Service Conference approved literature shall be sold at the Area Conference.
b. In the spirit of cooperation with Al-Anon, Al-Anon literature may be sold at a separate table (if space is available).

G-10 Advertising

a. No advertising placards shall be posted throughout the Conference hotel.
b. The availability of tapes of Conference speakers shall be advertised only on the back of the approved Conference program and from the podium.

H. FUN IN THE FELLOWSHIP

H-1 Fun in the Fellowship

a. Each year, the Area shall sponsor a Service Assembly, known as Fun In The Fellowship (OKAASA), to provide a day of training and sharing about General Service and the Service Committees, especially for GSRs, DCMs and the Service Committee members, the theme to be the relation of A.A. General Service, the A.A. Service Committees and the Twelfth Step.
b. Fun In The Fellowship (OKAASA) will be scheduled the day before an Area Assembly and when possible at the same location as the Area Assembly. The Area will provide funds for the meeting rooms.
c. The Area Alternate Delegate will be responsible for the event and may serve as chair of the Fun In The

d. Fellowship (OKAASA) Committee or may appoint a chair for the event. The Fun In The Fellowship (OKAASA) Committee Chair will appoint other committee members as indicated by the Fun In The Fellowship (OKAASA) guidelines.
e. The Fun In The Fellowship (OKAASA) Committee shall use a working document on file at the Area Office entitled “Fun In The Fellowship (OKAASA) Guidelines” to guide them in achieving a successful Service Assembly. This is a working document and is a service piece to the Fun In The Fellowship (OKAASA) Committee. As a working document, it can be updated by the Fun In The Fellowship (OKAASA) Committee as their experience dictates.

I. AREA OFFICE

I-1 Purpose

The purpose of the Area Office (also known as “The State AA Office”) is to provide communication and assistance to Area Officers, Service Committees, Committee Members and other members of the Fellowship to enable them to better carry out their work in being of service to the Area.

I-2 Office Location

The Area Office will be located in Oklahoma City metropolitan area at a location to be determined by the Area Chair with approval by the Area Committee.

I-3 Office Services

The Area Office will provide, but is not limited to the following services:

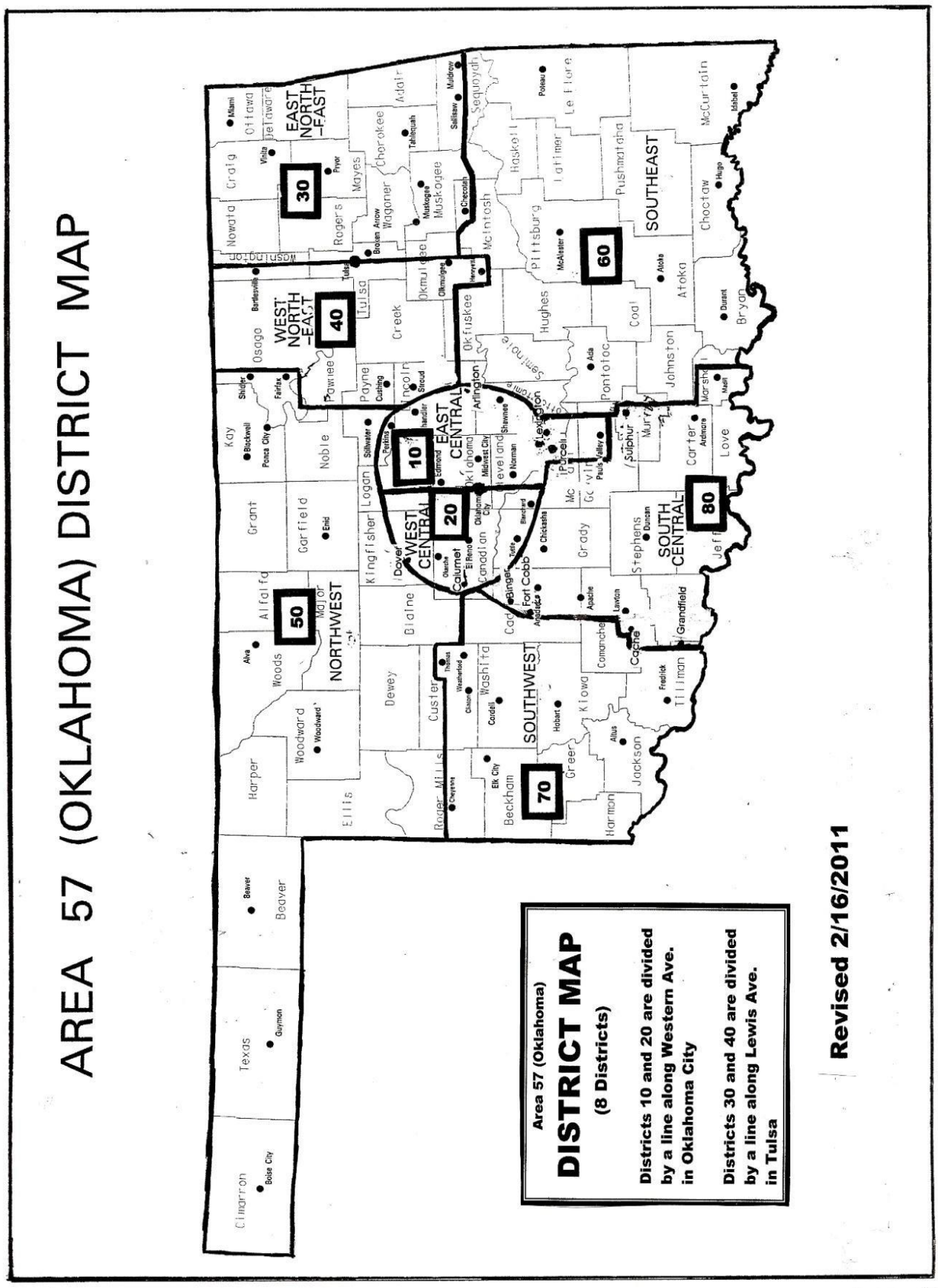
a. An Area Telephone Number & contact point for all Service Committee requests.
b. A work location for the Area Secretary & an address (PO Box) for Area correspondence & contributions.
c. A location to store Area 57 Records, including Group Information (Group Files), Area trusted servant contact information, Area contribution records, Service Committee records, District records, etc.
d. Suitable housing and display facilities for the Area Archives.
e. A location to process and submit all group changes and service position changes to GSOs database in NY.

J. MODIFIED FORM OF THE “THIRD LEGACY” ELECTION PROCEDURE

J-1 Purpose

To provide the Area Assembly an election procedure shorter than the Third Legacy Procedure outlined in the A.A. Service Manual, yet retain the principle of "two-thirds vote or lot".

J-2 Election Procedure

a. The first candidate to receive two-thirds of the total vote is elected.
b. After the first ballot, any candidate with less than one-fifth of the total vote is withdrawn -- automatically, except that the top two candidates remain. (If there is a tie for second place, the top candidate and the tied runners-up remain as candidates.)
c. After the second ballot, candidates with less than one-third of the total vote are withdrawn automatically except the top two candidates remain. (If there is a tie for second place, the top candidate and the tied runners-up remain as candidates.)
d. If after the third ballot, no candidate has two-thirds of the total vote, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are not ties for first place, the top candidate and any tied second-place candidates remain.
e. Lots are then drawn and the first one "out of the hat" is elected.

K. AREA AND DISTRICTS MAPS