

# DCM School Committee Guidelines

## Mid-Southern California Area (MSCA) 09 Guidelines

Approved at the May 16, 2021 MSCA Assembly

**Background** - The DCM School Committee is a standing committee of the MSCA Assembly. These Guidelines are established in accordance with the Mid-Southern California Area Guidelines for Structure and Procedure. The latest edition of the "Alcoholics Anonymous Service Manual," the pamphlet "Your DCM," and the "Mid-Southern California Area Guidelines for Structure and Procedure" may be relied upon in the absence of specific indications in these Guidelines,

### Article 1. DCM School Committee Purpose

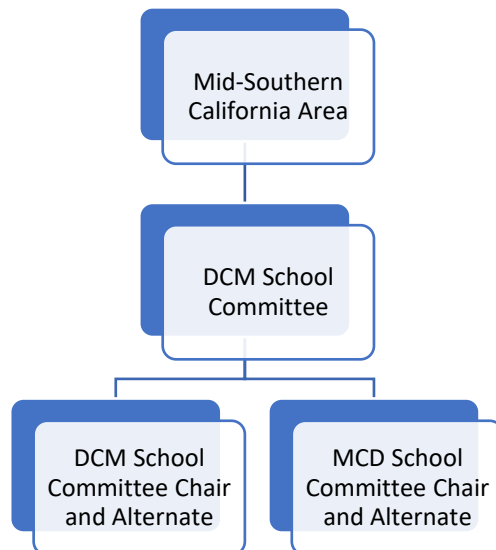
- A. Conduct the DCM School to provide helpful information to MSCA DCMs, DCMCs, and other interested Members
- B. Develop and maintain a training course based on DCM-related A.A. literature and service material.
- C. Encourage all DCMs, DCMCs, and other interested members to attend the DCM School.
- D. Provide a platform for experienced members to share relevant service experience.

### Article 2. DCM School Committee Membership

- Membership in the DCM School Committee includes Committee Officers and any MSCA members interested in the DCM School Committee and its work. See Article A (5) Election of Officers/Election Procedures.

### Article 3. DCM School Committee Structure

- The DCM School Committee is led by the DCM School Committee Chair. The structure of the DCM School Committee is shown below:



**Article 4. DCM School Committee Officers include:**

- A. DCM School Committee Chair
- B. DCM School Committee Alternate Chair
- C. MCD School Committee Spanish-Speaking Chair
- D. MCD School Committee Spanish-Speaking Alternate Chair

**Article 5. Election of Officers**

**A. Election/Voting Procedures**

1. DCM School Committee (SC) Chair – Is elected bi-annually in January of even numbered years at the first MSCA 09 Assembly of the new Area General Service term of office. DCM SC Chair will be elected by DCM School Committee and approved by the January Area Assembly.
2. DCM School Committee Chair Alternate, Spanish Speaking Chair, and Spanish-speaking Chair Alternate, and Other Officers - Are elected by the DCM School Committee at the first Committee meeting following the election of the DCM School Committee Chair.
3. Term of Office: A DCM School Committee Officers' Commitment is two years commencing on January 1 of even numbered years.
4. The DCM School Committee is composed of members pursuant to Article 2 herein. A quorum shall consist of at least 50% of the voting members.
- 5.. To be a voting member within the DCM School Committee, one must have attended at least one DCM School Committee meeting during the current panel.

**B. Vacancies**

1. DCM School Committee Chair: In the event of a Chair vacancy the Chair Alternate shall assume the duties of the Chair position immediately. The new acting Chair may stand for confirmation by the Assembly. If the acting Chair is unable to serve as Chair, other Area members may stand for election to the DCM School Committee Chair position
2. MCD School Committee Spanish-speaking Chair: In the event of a Spanish-speaking Chair vacancy the chair Alternate shall assume the duties of the Chair position immediately. The new acting Chair may stand for confirmation by the DCM School Committee in the event that the position would be vacant. If the acting Chair is unable to serve as Chair, other Area members may stand for election to the DCM School Committee Chair position.
3. Other Officers: In the event of other Officer vacancies, a replacement may be elected at a DCM School Committee meeting. Alternatively, the Chair may appoint a member to an Officer position. The member may stand for confirmation at the next DCM School Committee meeting.

**C. Suggested Sobriety for DCM School Chair** - Suggested sobriety for the DCM School Committee Chair is a minimum five years of continuous sobriety. Our experience has taught us that the DCM School Committee Chair should have two years DCM experience.

## Article 6. Officers Duties

### A. DCM School Committee Chair and Spanish-speaking Chair

1. Be responsible for achieving the purpose of the Mid-Southern California Area 09 DCM School Committee.
2. Conduct DCM School Committee meetings prior to Assembly and Area Service Committee meetings and other the times when necessary.
3. Review [The Alcoholics Anonymous Service Manual](#) and [Your DCM Pamphlet](#), and other Alcoholics Anonymous Literature to gain knowledge of DCM service experience and duties.
4. Conduct a yearly review of the DCM School Committee Guidelines and the [M.S.C.A. DCM pamphlet](#) with the DCM School Committee and make revisions as appropriate.
5. Encourage all Area DCMs, DCMCs, and members interested in learning about these positions to attend the DCM School.
6. Circulate and maintain an attendance list at each DCM School class to record the attendees name, email address, telephone number and service position or District.
7. Manage the funds provided by the Mid-Southern California Area prudently and submit the DCM School Committee budget annually when due in the 4th quarter.
8. Serve as a voting member of the Mid-Southern California Area 09 Assembly and Area Service Committee.
9. Attend all Area Assemblies, Area Service Committee meetings and service events.
10. Prepare and deliver the DCM School Committee report at assemblies and Area Service Committee meetings.
11. Be available to ensure an orderly transfer of responsibilities to successor.

### B. DCM Chair Alternate and Spanish-speaking Chair Alternate

1. Substitute for the DCM School Committee Chair at General Service functions when necessary.
2. Attend all DCM School Committee meetings.
3. Serve as a voting member of the Assembly and Area Service Committee in the absence of the DCM School Committee Chair. When the DCM School Committee Chair is present the Chair Alternate will be a non-voting participant.
4. Attend All Area Assemblies, Area Service Committee meetings, and service events.
5. Coordinate guest speakers for appropriate topics when necessary.
6. Maintain the Committee's set of reference materials that are used in preparing DCM School Committee meetings<sup>1</sup>

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<sup>1</sup> **Panel 70 DCM School Committee created a DCM School App and Google Drive for maintaining the above literature.**

7. Reference materials may include:

- MSCA -- [Mid-Southern California Area Guidelines for Structures and Procedures](#)
- MSCA -- [The DCM, the DCMC, and Alternates Pamphlet](#)
- MSCA – ***What's it All About Pamphlet***
- **MSCA – A DCM Guide to Meeting Visits (Updated Feb 9, 2015)**
- **MSCA - DCMC and DCM Information and [References](#)**
- AAWS – [The A.A. Service Manual \(BM-31\)](#)
- AAWS – ***Advisory Actions of the General Service Conference of A.A.***
- [AAWS – DCM Kit Contents](#) (F-153)
- AAWS PAMPHLETS:
  - [Alcoholics Anonymous Legacy of Service](#) (P-44)
  - [A.A. Tradition – How it Developed](#) (P-17)
  - [Circles of Love and Service](#) (P-45)
  - [Inside Alcoholics Anonymous: Understanding the Fellowship and Its Services](#) (P-18)
  - [Self-Support: Where Money and Spirituality Mix](#) (F-3)
  - [The A.A. Group](#) (P-16)
  - [Twelve Concepts for World Service Illustrated](#) (P-8)
  - [The Twelve Traditions Illustrated](#) (P-43)
  - [Your A.A. General Service Office](#) (F-6)
  - [Your D.C.M. \(F-12\)](#)
  - [G.S.R.: Your group's link to A.A. as a whole](#) (P-19)
  - [Grapevine and La Vina - Our Meetings in Print and Other Media](#) (P-52)

8. Order and maintain an adequate supply of the A.A. literature and service material used by the presenters.

9. Prepare sufficient packages containing the Presentation Outline and any handouts (if any) for each class of DCM School Participants. Give the packages to the presenter at the Area Meeting before the DCM School class for distribution to attendees.

10. Assist in duties outlined in Article 6.

11. Be available to ensure an orderly transfer of responsibilities of successor.

## **Article 7. Administration**

### **A. Meetings:**

1. All DCM School Committee Officers will meet prior to Area Assembly and Area Service Committee meetings when specified by the Committee Chair.

2. DCM School Classes will be conducted at the Area Assemblies and Area Service Committee meetings.

**B. Voting at Area Assemblies and ASCs** – Pursuant to the MSCA Area 9 Guidelines, DCM School Committee Chair and Spanish-speaking MCD School Chair will each have a vote at MSCA Assemblies and ASCs (Chair Alter. and Spanish Chair Alter. in respective absences).

### **C. Operating Funds and Budget**

1. DCM School Committee operating funds are provided by the MSCA .

2. Persons incurring authorized expenses will be reimbursed by the Area Treasurer.
3. The DCM School Committee budget will be submitted to the Area Finance Committee in the fall of each year for the following year.

## **Article 8. Ratification, Amendment, and Review**

**A. Ratification** – These Guidelines may be ratified by a majority vote of the M.S.C.A. Assembly.

### **B. Amendment**

1. These Guidelines may be revised by the M.S.C.A. DCM School Committee by a majority vote of that Committee.
2. If the proposed revision causes significant change in the M.S.C.A. Guidelines for Structure and Procedure, it must be submitted to the M.S.C.A. Guidelines and Policy (GAP) Committee for review of the proposed Procedures and formulation of a motion, pursuant to the GAP Committee Guidelines.
3. After the motion to revise the DCM Guidelines is approved by the GAP Committee, it will be forwarded to the M.S.C.A. Assembly as a motion for a vote.

**C. Annual Review** – Review of these Guidelines shall be conducted each March to determine the need for any changes.