

# District 7 Procedure Guide

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## **Foreword**

There are no ruling bodies in Alcoholics Anonymous, only trusted servants. The procedures set forth in this guide are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service.

## **Preamble**

The District 7 Committee shall always be a service body and shall protect and respect the autonomy and the privileges of dissent of any and all A.A. groups in our district.

## **Purpose**

- The purpose of the District 7 Committee is to carry the message from the Groups to the District, to the Area, to the General Service Office, and back again, as needed.
- To maintain and operate the (4) Standing Committees

## **The District Committee**

### **District Committee Members**

- A) Officers
  - 1) Co-DCMs (4)
  - 2) Alternate Co-DCMs (2)
  - 3) Secretary
  - 4) Treasurer
- B) Standing Committee Chairs
  - 1) Cooperation with the Professional Community (CPC)
  - 2) Correctional Facilities
  - 3) Public Information (PI)
  - 4) Treatment
- C) General Service Representatives

## **Voting Members**

All District 7 Committee Members have a vote. Alternates for these positions only vote in the absence of the primary position holder (the exception being the Alternate Co-DCMs, who vote regardless, as these are Officer positions). In the case of a member holding more than one voting position, only one vote is permitted. No absentee voting or proxies shall be used.

## **Meeting Times**

The Committee meets once a month. Time and place is published in the current Pikes Peak Area meeting directory.

## **Participation at District Committee Meetings**

All members of the fellowship are welcome to attend. Agenda discussion is normally limited to committee members and ad hoc committee participants. Concerns of others should be presented by their GSR. Current and past District 7 Committee members and current Intergroup board members have a voice at District 7 Committee meetings.

## **Terms of Office**

All positions are for two years except the Alternate Co-DCMs, which are one year (thus making the Alternate available for election to Co-DCM).

Co-DCMs

Co-DCMs 1 & 3 are elected in odd years. Co-DCMs 2 & 4 are elected in even years.

If a position is vacated prior to the end of term, a new election will be held for the replacement, or a new appointment made, depending on the position vacated. The alternate does not automatically rotate into the vacated position on a permanent basis. If the remaining time served until term end is one year or less, the person is eligible to stand for this position again. If more than one year is served, the holder rotates out.

## **Election/Appointment Procedures**

### **Officers**

Co-DCMs

Co-DCMs 2 & 4 are elected in even years in September. Co-DCMs 1 & 3 are elected in odd years in September and these become effective December 1<sup>st</sup>.

(It is recommended that if the person chosen for Co-DCM is a current GSR, a new GSR be elected for their group, to afford the Group proper representation.)

Alternate Co-DCMs

The Alternate Co-DCMs are elected yearly in September and these become effective December 1<sup>st</sup>.

Secretary and Treasurer

Officer positions of Secretary and of Treasurer are elected in November of odd years and become effective January 1st.

All of the above elections will be in accordance with the Third Legacy Procedure.

**Summary**

**Odd Years**

<u>January</u>	<u>September</u>	<u>November</u>	<u>December</u>
Standing Committee Chairs Effective	Co-DCMs 1&3 Election	Secretary Treasurer Elections	Co-DCMs 1&3 Effective
	Alternate Co-DCMs (2) Election		Alternate Co-DCMs (2) Effective

**Even Years**

<u>January</u>	<u>November</u>	<u>December</u>
Secretary Treasurer Effective	Co-DCMs 2&4 Election	Co-DCMs 2&4 Effective
	Alternate Co-DCMs (2) Election	Alternate Co-DCMs (2) Effective

**Standing Committee Chairs**

Standing Committee Chairs will be appointed by the Co-DCMs and ratified by simple majority of the District 7 Committee voting members. These appointments will be made in December of even numbered years and become effective January 1st.

If the Co-DCMs are at an impasse as to their appointment/s, their candidates will be presented to the District 7 Committee, and one will be elected by the voting members of the committee in accordance with the Third Legacy Procedures.

Each standing committee shall consist of a Chairperson and the necessary number of committee members. The individual committee chairpersons will select the members of their respective committees.

**Eligibility**

There are suggested qualifications for each office that are included below.

All persons considering or being considered for a position should be a member of Alcoholics Anonymous and have a reasonable period of sobriety commensurate with the responsibility and accountability of the position; any person selected for office needs to commit the time and energy to serve the district well.

## **Officer Duties and Qualifications**

### **Co-DCMs**

#### Duties

The duties of our Co-DCMs are consistent with those stated in the A.A. Service Manual and there is no need to duplicate them in this guide. In addition to the duties stated in the A.A. Service manual, the Co-DCMs shall:

- Prepare District 7 Committee meeting agenda
- Coordinate the efforts of the Standing Committees
- Coordinate 4 quarterly workshops

#### Qualifications

- Has served as a GSR
- Background in A.A. service work
- Should have enough sobriety (suggested five years) to be eligible for election as Delegate

#### Chairing District Meetings

- Co-DCM 1 shall chair January, May, September
- Co-DCM 2 shall chair February, June, October
- Co-DCM 3 shall chair March, July, November
- Co-DCM 4 shall chair April, August, December

### **Alternate Co-DCMs**

#### Duties

- Backup for the Co-DCMs
- Assist, participate, and share in the Co-DCMs responsibilities

#### Qualifications

- Has served as a GSR
- Background in A.A. service work
- Suggested four years sobriety

### **Secretary**

#### Duties

- Records and distributes minutes of district meetings
  - Minutes should include names of those in attendance
- Keep mailing lists and committee member list (including email address and phone numbers) current
- Submit and read the minutes of the previous meeting at each district meeting
- Update this procedure guide in compliance with the established amendment procedures and issue revisions as they are adopted

#### Qualifications

- Suggested three years sobriety
- Computer literacy helpful
  - Word processing
- Organizational skills beneficial

## **Treasurer**

### **Duties**

- Receive and maintain records of all monies received and disbursed.
- Maintain district bank accounts
- Record group contributions on a worksheet
- Make disbursements as necessary, and as directed by the district committee
- Record disbursements on a worksheet
- Submit and read the treasurer's report at the monthly committee meeting
- Track actual expenditures by general district items and standing committees
- Custodian of the mailing address for contributions to the district

### **Qualifications**

- Suggested three years sobriety
- Computer literacy helpful
  - Spreadsheet
- Basic bookkeeping knowledge desirable

## **Standing Committee Chairs Duties and Qualifications**

### **Duties**

- The duties of the Standing Committee chairs are available in the "yellow sheets" issued by GSO. Since there are obviously variances in scope among the GSO, Area, District, and Group committees and chairs, the specific activities of our district's chairpersons are best left to the consensus of our members and the appointing Co-DCMs. Activities, responsibilities, and accountability should, however, be in compliance with those generally practiced for the position held.
- Stay in contact with area committee chair (attend area standing committee meetings).

### **Qualifications**

- Suggested three years sobriety
- Initiative to be a self starter and be able to work well individually as well as in a group environment

## **Removal from Office**

### **General**

It is generally suggested that a service worker be asked to resign by a Co-DCM if he or she does not carry out the responsibilities of the position.

### **Officer**

The District 7 Committee may remove any officer. Such removal shall be by secret ballot and shall require a majority vote. A special election shall then be held to fill the remaining term of the office thus vacated.

### **Standing Committee Chairs**

Standing Committee Chairs may be removed from office by a consensus of the Co-DCMs or by a simple secret ballot majority vote of the District 7 Committee.

## **Budget and Expense Accounting**

### **Budget**

The District 7 Committee is responsible for the yearly District 7 Committee Budget.

The budget for the fiscal year April 1<sup>st</sup> thru March 31<sup>st</sup> will be negotiated and approved at the March District 7 Committee meeting.

All requests for budgeted expense items for the upcoming year are to be submitted to the District 7 treasurer no later than the January District 7 Committee meeting.

The treasurer will submit a preliminary budget to the Co-DCMs 2 weeks prior to the February District 7 Committee meeting. The Co-DCMs and the treasurer will act to compile a "proposed budget" which will be presented at the February District 7 Committee meeting.

The budget will be negotiated and approved at the March District 7 Committee Meeting by a majority vote of the District 7 Committee.

### **Prudent Reserve**

Keeping in mind that the Prudent Reserve is a guideline only, the District 7 Committee should strive to maintain a minimum of 25% and a maximum of 75% of it's annual budget as a prudent reserve.

### **Funding**

The District 7 Committee budget will be funded by contributions from District 7 AA members and District 7 AA groups – declining outside contribution.

### **Contributions**

Annually, for any amounts in excess of the Prudent Reserve, contributions shall be distributed as follows: Central Office: 70%, Area 10: 20%, GSO: 10%

## Amending the Procedure Guide

Proposed amendments to this procedure guide shall be submitted in writing to the Co-DCMs. Upon completion of discussion by Co-DCMs, the proposed amendment in final form will be prepared by the Secretary for distribution to all District 7 Committee members at the next timely District 7 Committee meeting.

The District 7 Committee will address the proposed amendment at the following District 7 Committee meeting.

Passage of an amendment will require a 2/3 majority of the District 7 Committee.

Revisions	Description
Revised 1-26-09	Clean up grammar, add 2 <sup>nd</sup> alternate Co-DCM (2), clarify participation (3), add summary table-election/terms (4), clarify Co-DCM duties (5), add revision table (8)