

# 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 7 Committee**

#### **District 7 Committee Members**

##### A) District Officers

- 1) Co-DCMs
- 2) Alternate Co-DCMs
- 3) Registrar
- 4) Secretary
- 5) Third Legacy Chair
- 6) 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 District 7 Committee meets once a month. Time and place is published in the current Pikes Peak Area meeting directory.

### **Participation at District 7 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 other members 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.

## **District 7 Steering Committee**

The District 7 Steering Committee may meet prior to the District 7 Committee Meeting, to set the agenda, plan workshops, and conduct other District-level business. The District 7 Steering Committee is made up of the officers in groups A and B listed above.

### **Participation at District 7 Steering Committee Meetings**

GSRs are welcome to attend the Steering Committee meeting, where they will have a voice, but not a vote.

### **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**

Two Co-DCMs shall be elected in odd years and those Co-DCMs shall be referred to as Co-DCMs<sub>odd</sub>. Two Co-DCMs shall be elected in even years and those Co-DCMs shall be referred to as Co-DCMs<sub>even</sub>.

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<sub>even</sub> are elected in even years in November, Co-DCMs<sub>odd</sub> are elected in odd years in November, and all these become effective January 1 of the following year.

(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.)

Co-DCM elections will be in accordance with the Third Legacy Procedure. All eligible candidates will have their name read by the Registrar, and will be asked if available to serve for the elected position being voted upon. All eligible and available candidates, together with floor nominations, if any, will have their names listed on a board.

#### *Alternate Co-DCMs*

The Alternate Co-DCMs are elected yearly in November and these become effective January 1 of the following year. Alternate Co-DCM elections will be by simple majority.

#### *Registrar, Secretary, Third Legacy Chair, and Treasurer*

Officer positions of Registrar, Secretary, and Treasurer are elected in November of odd years. The Third Legacy Chair is elected in November of even years. All these positions become effective January 1 of the following year. Registrar, Secretary, Third Legacy Chair, and Treasurer elections will be by simple majority.

## Election Schedule

### Odd Years

Co-DCM<sub>Sodd</sub>

Alt Co-DCMs

Registrar, Secretary, and Treasurer

### Even Years

Co-DCM<sub>Seven</sub>

Alt Co-DCMs

Third Legacy Chair

## 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 1<sup>st</sup> of the following year. 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.

In addition to these duties stated in the A.A. Service Manual, the Co-DCMs shall:

- Prepare District 7 Committee Meeting agendas
- Coordinate the efforts of the Standing Committees
- Coordinate 4 quarterly workshops
- One Co-DCM is selected by the Co-DCMs to be a co-signer on the District 7 checking account
- Each Co-DCM works with, and is responsible for, one of the standing committees and can serve as the alternate chair if necessary

#### *Qualifications*

- Has served as a GSR
- Has a background in A.A. service work
- Suggested five years sobriety, to be eligible for election as Delegate

#### *Chairing District Meetings*

- A Co-DCM<sub>odd</sub> shall chair the Committee Meeting in odd months
- A Co-DCM<sub>even</sub> shall chair the Committee Meeting in even months

## **Alternate Co-DCMs**

### *Duties*

- Backup for the Co-DCMs at district meetings and assemblies
- Assist, participate, and share in the Co-DCMs responsibilities

### *Qualifications*

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

## **Registrar**

### *Duties*

- Maintains a current digital mailing list of officers of the District 7 Committee and District GSRs (including email address and phone numbers)
- Assists new GSRs and Alt-GSRs with registration at the area and GSO levels
- Takes attendance at each District meeting, recording names and positions of those present

### *Qualifications*

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

## **Secretary**

### *Duties*

- Records and distributes minutes of district meetings
- Submits the minutes of the previous meeting at, or prior to, each district meeting for approval by the body
- 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
- Organizational skills beneficial

## **Third Legacy Chair**

### *Duties*

- Provide context and background for complex issues being discussed by the Committee.
- Provides orientation and training for new GSRs, including workshops and/or GSR 101 sessions after the District meeting.
- Conducts the Third Legacy Voting process during elections.

### *Qualifications*

- Suggested five years of sobriety
- Has a background in A.A. service work
- Previous experience as GSR and DCM, or similar service work

## **Treasurer**

### *Duties*

- Maintain district bank accounts
- Receive and maintain records of all monies received and disbursed
- Record group contributions, and provide summary reports periodically
- Make and record disbursements as necessary, and as directed by the District 7 Committee
- Obtains necessary co-signature on checks written against the district account
- Submit and read the treasurer's report at the monthly committee meeting
- Track actual expenditures by general district items and standing committees
- Monitors the PO Box used for contributions to the district

### *Qualifications*

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

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

### *Duties*

- The duties of the Standing Committee chairs are available in the Guidelines 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.
- The standing committee chairs may give a recommendation to the Co-DCMs for who will be the chair's successors, but it is the duty of the DCMs to appoint the standing committee chairs.
- 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 and 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.

### **District 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 Process**

- The District 7 Committee is responsible for the yearly District 7 Committee Budget. The fiscal year will run from April 1 through March 31.
- All requests for budgeted expense items for the upcoming year are to be submitted to the District 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. Approval of the budget will be by simple majority.

### **Prudent Reserve**

Keeping in mind that the Prudent Reserve is a guideline only, the District 7 Committee directs the Treasurer to maintain a minimum of 25% and a maximum of 75% of the 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. The District Budget will be fully funded, from contributions made the previous year.

### **Disbursements**

When the balance in the District 7 Committee’s bank account exceeds the prudent reserve guidelines stated above, the Treasurer is directed to make disbursements as follows: Colorado Springs Area Service Office, 70%; Area 10 Treasurer, 20%; GSO, 10%. These disbursements should occur periodically as funds permit.

### **Amending and revising the Procedure Guide**

Proposed amendments and revisions to this procedure guide shall be submitted in writing to the Co-DCMs. Upon completion of discussion by Co-DCMs, the proposed amendment or revision, 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 or and revision will require a 2/3 majority of the District 7 Committee.

<b>Revisions</b>	<b>Description</b>
Revised 1-26-09	Clean up grammar, add 2nd alternate Co-DCM (2), clarify participation (3), add summary table-election/terms (4), clarify Co-DCM duties (5), add revision table (8)
Revised 9-5-2011	Proposed changes from the District 7 Procedure Guide Ad Hoc Committee have been incorporated to produce a draft version for submission and review by the District Committee.
Revised 9-22-2011	Additional updates to voting procedures for Co-DCMs, Alternate Co-DCMs, Secretary and Treasurer that were missed in previous update.
Revised 11-10-11	Proposed changes from Ad Hoc Committee accepted.
Revised 10-11-17	Procedure Guide rewritten due to loss of previous Word documents. Various edits and updates including the addition of the Registrar and Third Legacy Chair positions.