

# District 7 Procedure Guide

Changes Ratified Feb 2025

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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. Should it be found that this Guide, being limited by scope, does not address questions or concerns in District 7, it is recommended that the body defer to the Area 10 Procedure Guide or the A.A. Service Manual to address such occasions.

## **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.
- Maintain and operate the (5) 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
- 5) Archivist

#### ***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. The Third Legacy Chair offers continuity from one rotation to the next, and objectivity in elections by facilitation thereof; thus, this District Officer carries a voice and not a vote.

## **Meeting Times**

The District 7 Committee meets once a month for a duration of 1 hour and 30 minutes. Time and place are 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 the 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.

# **Election/Appointment Procedures**

## **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).

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.

## **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.

Co-DCM elections will be in accordance with the Third Legacy Procedure (for further explanation of Third Legacy Procedure, please refer to the A.A. Service Manual). 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 Secretary and Treasurer are elected in November of odd years. Registrar and the Third Legacy Chair are 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.

**Note:** It is recommended that if a current GSR/Alternate GSR is elected to an officer position (Co-DCM, Alternate Co-DCM, Registrar, Secretary, Third Legacy Chair, Treasurer), that their group elect a new GSR/Alternate GSR to afford the Group proper representation. All candidates for any Officer position must be present for election to qualify themselves for the position. Current District Officers, GSRs or their eligible Alternates must be in attendance to cast votes. Absentee or Proxies shall not be permitted.

**Election Schedule**

***Odd Years***

Co-DCMs<sub>(odd)</sub>

Alt Co-DCMs

Treasurer

Secretary

***Even Years***

Co-DCMs<sub>(even)</sub>

Alt Co-DCMs

Third Legacy Chair

Registrar

# 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
- Even 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
- Each Co-DCM shall seek out and attend meetings/groups that are unrepresented in the District Committee to ensure that those meetings/groups have access to District and A.A. information; inquire of services that the District is able to, or potentially could provide; and offer any assistance within the limitations of A.A. that is requested. This obligation may be divided between the DCMs by geographical region for convenience of coverage.

### *Qualifications*

- Has served as a GSR
- Has a background in A.A. service work
- Suggested 5 years of sobriety

## 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 of 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
- Compiles lists through cross comparison of meetings listed in the current schedule and meetings represented at district for use by DCMs to reach out to unrepresented meetings

### ***Qualifications***

- Suggested three years of sobriety
- Preferred experience of completed GSR rotation or similar general service experience (co committee chair, experience on standing committees, alt-GSR etc.)
- Computer literacy helpful
- Organizational skills beneficial

## **Secretary**

### ***Duties***

- Records and distributes the minutes of district meetings
- Submits the minutes of the previous meeting at, or prior to, each district 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 of sobriety
- Preferred experience of completed GSR rotation or similar general service experience, (committee chair, experience on standing committees, alt-GSR etc.)
- Computer literacy helpful
- Organizational skills beneficial

## **Third Legacy Chair**

### ***Duties***

- Though not having a vote in matters, provide context and background for complex issues being discussed by the District Committee

- Provides Orientation and Training for new GSRs, including workshops and/or GSR 101 sessions after the District meeting
- Shall Conduct and facilitate District 7 elections

***Qualifications***

- Has served as a GSR and DCM
- Suggested five years of sobriety
- Has a background in A.A. 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
- Shall begin the process of coordination, preparation, and presentation of a proposed annual budget to the District 7 Committee in January of each fiscal year

***Qualifications***

- Suggested three years of sobriety
- Preferred experience of completed GSR rotation or similar general service experience (co committee chair, experience on standing committees, alt-GSR etc.)
- Computer literacy helpful
- Basic bookkeeping knowledge desirable

**Standing Committee Chairs Duties and Qualifications**

**All Committee Chairs**

***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.
- Attend and report regularly to the District 7 Committee meetings.
- Stay in contact with Area Committee Chair (attend Area Standing Committee meetings).

### **Qualifications**

- Suggested three years of sobriety.
- Preferred experience of completed GSR rotation or similar general service experience (co committee chair, experience on standing committees, etc.).
- 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 District 7 Officer or Committee Chairperson be asked to resign by the Co-DCM's if he or she does not carry out the responsibilities of the position. In the event of receiving a resignation, the duties of such office shall be exercised by the DCM's (or an Alt-DCM) on a temporary basis until such time that the position may be filled through an election held at a District meeting. It is recommended that such an election be held at the earliest convenience of the District allowing for the announcement of the service opportunity to the groups.

### **District Officer**

The District 7 Committee may remove any officer. Such removal shall be subject to approval by secret ballot and shall require a substantial unanimity (2/3 vote in favor of removal) by the District 7 Committee. 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 Feb 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 substantial unanimity (2/3 majority).

### **Prudent Reserve**

Keeping in mind that the Prudent Reserve is a guideline only, the District 7 Committee directs the treasurer to maintain 50% 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**

The balance of District 7 Committee's checking account shall be rectified at the end of fiscal year, with a report of unspent funds to be presented by the Treasurer at the April District meeting. Disbursement of said funds shall be voted on by the District Committee at the District meeting held in May with disbursements to be made by the end of May. It is suggested that disbursements be made as follows: Colorado Springs Area Service Office, 70%; Area 10 Treasurer, 20%; GSO, 10%.

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

Proposed amendments and revisions to this procedural 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. Passage of an amendment and/or revision will require a two-thirds majority of the District 7 Committee.

## Revisions

Revisions	Description
Revised 1-26-09	Clean up grammar, add 2nd alternate Co-DCM (2), clarify participation (3), add summary table-election/terms (4)
Revised 9-5-11	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 9-22-11	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.
Revised 11-13-18	Changes include: Revise Foreword to include reference to Area P.G. and Service Manual (1), Creation of Archivist (2), Clarify and revise Third Legacy Chair to have “no vote” and to preside over elections (3), Increase District Meeting length to 1.5hrs (4), Elimination of Steering Committee Meeting (5), Adjustment of Election Schedule to allow for Archivist and balance rotation of Officers for continuity (6), Elimination of Proxies (7), Added Duty to DCMs regarding outreach to meetings (8), Added Duty to Registrar regarding lists of unrepresented groups (9).
Revised 4-22-21	Ad Hoc Committee proposed changes accepted. Changes include: Add duty to Treasurer for budget (1), Add duty to Standing Committee Chairs for attending D7 meetings (2), Extended and Clarified Removal from Office General to explain further (3), Clarified Removal from Office for District Officer on how voting should go (5), Rewrote last line in the Budget Process to explain voting (6), Rewrote Revised 4/22/21 10 Prudent Reserve to clarify specific amount (7), Clarified Disbursements on when Checking should be rectified (8). Proposed changes ratified by unanimous vote of the District on 3/16/2021.
Revised 10-7-23	Added preferred qualifications vis-a-vis Registrar, Treasurer, Secretary, and Standing Committee Chairs.
Revised 1-27-25	Adjustments corresponding to the transition of Archivist from an officer to a Standing Committee Chair, to maintain consistency with Area 10.
Revised 3-15-26	Corrections needed from accidental omissions during prior revision. Line spacing and font adjusted for accessibility, added 5-yr suggested sobriety for DCM.